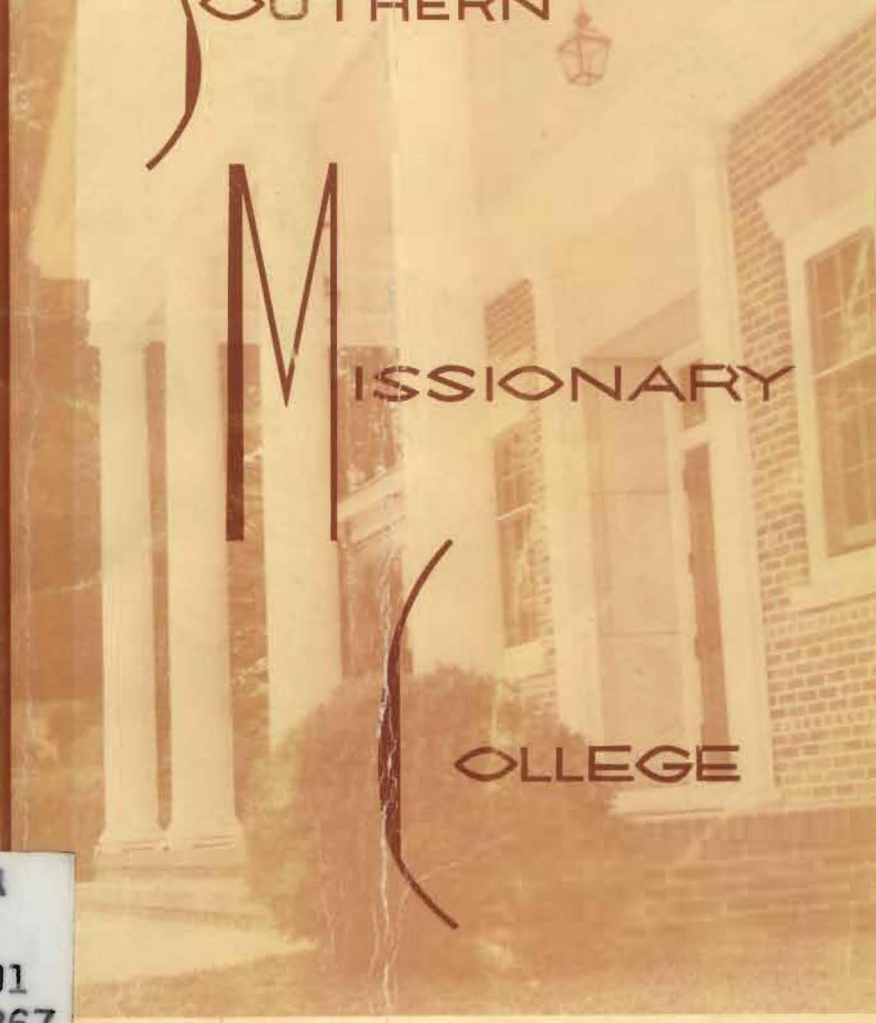
Constance Bryant

SOUTHERN MISSIONARY COLLEGE



SDA
LD
5101
.S367
.A16
1962

Bulletin 1961-62

NOT TO BE TAKEN
FROM LIBRARY

Southern Missionary College

ANNUAL BULLETIN

VOLUME XI MAY, 1961 NUMBER 3

ANNOUNCEMENTS 1961-1962

SOUTHERN MISSIONARY COLLEGE

COLLEGEDALE, TENNESSEE

McKEE LIBRARY
Southern Missionary College
Collegedale, Tennessee 37315

CORRESPONDENCE

Inquiries should be directed as follows:

General Administrative Matters, to the *President*

Admissions, to the *Admissions Office*

Financial Matters, Student Employment, Student Housing, Student Accounts, to the *Assistant Business Manager*

Scholastic Matters and Summer School, to the *Dean of the College*

Transcripts and Academic Records, to the *Registrar*

Problems of Residence Halls, Room Furnishings, Suitable Wearing Apparel and Campus Conduct:
Of Men Students, to the *Dean of Men*
Of Women Students, to the *Dean of Women*

Public Relations, Student Activities, Promotion, Counseling, to the *Dean of Student Affairs*

TELEPHONE NUMBERS OF ADMINISTRATIVE OFFICES

Academy Principal	EX 6-3181
Admissions Office	EX 6-3237
Asst. Business Manager	EX 6-2111
Business Manager	EX 6-2111
Dean of the College	EX 6-2271
Dean of Men	EX 6-3141
Dean of Student Affairs	EX 6-2332
Dean of Women	EX 6-3271
Men's Residence	EX 6-3131
President	EX 6-2261
Registrar's Office	EX 6-3161
Treasurer	EX 6-2111
Women's Residence	EX 6-3261

VOLUME XI "S.M.C." Second Quarter, 1961 No. 3

Published quarterly by Southern Missionary College, Collegedale, Tennessee. Entered as second class matter February 12, 1951, at Collegedale, Tennessee, under act of Congress August 24, 1912.

SDA
LD
5101
.5367
.A16
1962

TABLE OF CONTENTS

	Page
Calendar	4
Calendar of Events	5
Board of Directors	6
Administration	7
Faculty	9
Committees of the Faculty	14
General Information	15
Student Life and Services	21
Academic Information	25
Graduation Standards	33
Divisions of Instruction	39
Financial Information	122
Index	135

CALENDAR

1961

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1962

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CALENDAR OF EVENTS

SUMMER SESSION, 1961

Registration 7:30-12:00	June 5
Final Examinations	July 28
Graduation	July 29

FIRST SEMESTER, 1961-62

Registration and Orientation	September 11-13
Classes Begin	September 14
Alumni Homecoming	October 13, 14
Missions Promotion	October 17
Religious Emphasis Week	October 27-November 4
Mid-term Examinations	November 8-10
Thanksgiving Vacation	November 22-26
Christmas Vacation	December 20-January 2
First Semester Examinations	January 22-25

SECOND SEMESTER, 1961-62

Registration	January 28
Classes Begin	January 29
Senior Class Presentation	February 20
Religious Emphasis Week	March 9-17
Mid-term Examinations	March 26-28 (noon)
Spring Vacation	March 28 (noon)—April 2
College Days	April 22-24
Semester Examinations	May 28-31
Graduation	June 1-3

COLLEGE DIRECTORY

BOARD OF DIRECTORS

Don R. Rees, *Chairman*	Decatur, Georgia
C. N. Rees, *Secretary*	Collegedale, Tennessee
K. C. Beem	Decatur, Georgia
O. A. Blake	Washington, D. C.
Desmond Cummings	Decatur, Georgia
E. E. Cossentine	Washington, D. C.
Fred H. Dortch	Birmingham, Alabama
Charles Fleming, Jr.	Collegedale, Tennessee
H. S. Hanson	Decatur, Georgia
L. J. Leiske	Meridian, Mississippi
H. Lester	Plymouth, Florida
E. L. Marley	Nashville, Tennessee
A. C. McKee	Atlanta, Georgia
Garland Millet	Huntsville, Alabama
M. C. Patten	Greenville, South Carolina
H. V. Reed	Charlotte, North Carolina
H. H. Schmidt	Orlando, Florida
B. F. Summerour	Norcross, Georgia
Don G. Welch	Orlando, Florida

EXECUTIVE COMMITTEE OF THE BOARD

Don R. Rees, *Chairman*
H. S. Hanson
K. C. Beem
Wilbert Schneider
C. N. Rees, *Secretary*
Charles Fleming
A. C. McKee

REGIONAL FIELD REPRESENTATIVES

Representative-at-large: H. S. Hanson	Decatur, Georgia
For Alabama-Mississippi: O. L. Heinrich	Meridian, Mississippi
For Florida: Ward A. Scriven	Orlando, Florida
For Georgia-Cumberland: V. C. Hoffman	Atlanta, Georgia
For Carolina: George V. Yost	Charlotte, North Carolina
For Kentucky-Tennessee: F. W. Foster	Nashville, Tennessee

OFFICERS OF ADMINISTRATION

C. N. Rees, Ph.D. ..... President
Wilbert Schneider, Ph.D. ..... Academic Dean
Wm. H. Taylor, M.A. ..... Dean of Student Affairs
Charles Fleming, Jr., M.B.A. ..... Business Manager
Theodora Lambeth, B.A. ..... Registrar
Kenneth Davis, M.A. ..... Dean of Men
Alfreda Costerisan, M.S. ..... Dean of Women
S. D. Brown, M.A. ..... Librarian

ASSISTANTS IN ADMINISTRATION

J. M. Ackerman, Ed.S. ..... Secretary of Admissions
Director of Testing
Geraldine Foote ..... Assistant Director of Food Service
K. M. Kennedy, Ed.D. ..... Principal, Arthur W. Spalding
Elementary School
Aubrey King ..... Assistant Treasurer and Accountant
Marian Kuhlman, R.N. ..... School Nurse
Robert Merchant, M.B.A. ..... Treasurer
John Schmidt, Jr. ..... Director of Food Service
Marion S. Simmons, M.A. ..... Student Educational Consultant
Kenneth C. Stewart, M.A. ..... Principal, Collegedale Academy
T. C. Swinyar, M.D. ..... College Physician
Roy Thurmon ..... Student Chaplain
Elizabeth Van Arsdale, B.S. ..... Assistant Dean of Women
Myrtle Watrous, B.S. in L.S. ..... Assistant Librarian
D. L. West, B.A. ..... Assistant Business Manager
Larry Williams ..... Assistant Dean of Men

AUXILIARY AND VOCATIONAL SERVICES

Perry A. Coulter ..... Construction
Harvey Foote ..... Maintenance
H. C. Lambeth ..... Custodian

W. E. CUSHMAN ..... Bindery

FRANK FOGG ..... College Broom Factory

H. F. MEYER ..... College Press

GROVER EDGMON ..... Collegedale Laundry

JOHN GOODBRAD ..... Distributors

B. J. HAGAN ..... College Garage

BRUCE RINGER ..... College Mercantile

H. A. WOODWARD ..... College Store

WILLIAM J. HULSEY ..... College Cabinets

O. D. MCKEE ..... McKee Baking Company

FACULTY

EMERITI

HIRA T. CURTIS, B.S., *Professor Emeritus of Business Administration*
B.S., Union College, 1899.

MARY HOLDER DIETEL, M.A., *Associate Professor Emeritus of Modern Languages*
B.A., Washington Missionary College, 1919; M.A., University of Maryland, 1933; Certificate from L'Alliance Francaise, Paris, 1936.

MAUDE I. JONES, B.A., *Professor Emeritus of English*
B.A., Mississippi College for Women, 1894.

HAROLD A. MILLER, M.Music, *Professor Emeritus of Music*
B. Music, Otterbein College, 1937; M. Music, Eastman School of Music, University of Rochester, 1941.

PROFESSORS

CLYDE G. BUSHNELL, PH.D., *Professor of Modern Languages*
B.A., Union College, 1933; M.A., University of Mexico, 1948; Ph.D., University of Texas, 1958.

JOHN CHRISTENSEN, PH.D., *Professor of Chemistry*
B.A., Union College, 1939; M.A., University of Nebraska, 1946; Ph.D., Michigan State University, 1956.

OTTO H. CHRISTENSEN, PH.D., *Professor of Religion and Biblical Languages*
B.A., Union College, 1938; M.A., S.D.A. Theological Seminary, 1945; Ph.D., University of Chicago, 1951.

RAY HEFFERLIN, PH.D., *Professor of Physics*
B.A., Pacific Union College, 1951; Ph.D., California Institute of Technology, 1955.

K. M. KENNEDY, ED.D., *Professor of Education*
B.A., Valparaiso University, 1946; M.Ed., University of Chattanooga, 1952; Ed.D., University of Tennessee, 1955.

HULDRICH H. KUHLMAN, M.A. *Professor of Biology*
B.A., Emmanuel Missionary College, 1940; M.A., George Peabody College for Teachers, 1945.

C. N. REES, PH.D. *Professor of Education*
B.A., Union College, 1931; M.A., University of Nebraska, 1937; Ph.D., University of Nebraska, 1947.

WILBERT M. SCHNEIDER, PH.D., *Professor of Business Administration*
B.A., Union College, 1940; M.B.A., University of Oklahoma, 1944; Ph.D., University of Southern California, 1951.

HARRIET SMITH, ED.D., *Professor of Nursing*
B.S., Pacific Union College, 1941; M.A., Teachers' College, Columbia University, 1947; Ed.D., University of Southern California, 1959.

MORRIS TAYLOR, D. MUS.A., *Professor of Music*
B.A., Atlantic Union College, 1951; M. Mus., Boston University, 1953; D.Mus.A., Boston University, 1959.

EVERETT T. WATROUS, ED.D., *Professor of History*
B.A., Atlantic Union College, 1934; M.A., University of Chicago, 1941; Ed.D., University of Tennessee, 1956.

ASSOCIATE PROFESSORS

DOROTHY EVANS ACKERMAN, M. MUSIC, *Associate Professor of Music*
B.A., Atlantic Union College, 1940; M.Music, University of Chattanooga, 1947.

J. M. ACKERMAN, ED.S., *Associate Professor of Education*
B.S., Union College, 1949; M.A., University of Nebraska, 1950; Ed.S., George Peabody College for Teachers, 1957.

THERESA ROSE BRICKMAN, M. Com'l Ed., *Associate Professor of Secretarial Science*
B.A., Union College, 1928; M. Com'l Ed., University of Oklahoma, 1942.

CLARENCE CHINN, PH.D., *Associate Professor of Chemistry*
B.A., Walla Walla College, 1951; M.S., Oregon State College, 1953; Ph.D., Oregon State College, 1956.

DOROTHY K. CHRISTENSEN, M.S., *Associate Professor of Home Economics*
B.A., Emmanuel Missionary College, 1955; M.S., University of Tennessee, 1957.

JEROME CLARK, PH.D., *Associate Professor of History*
B.Th., Atlantic Union College, 1948; M.Ed., University of Maryland, 1951; M.A., S.D.A., Theological Seminary, 1953; Ph.D., University of Southern California, 1959.

OLIVIA BRICKMAN DEAN, M.ED., *Associate Professor of Education*
B.A., Union College, 1934; M.Ed., University of Oklahoma, 1943.

*GEORGE T. GOTT, M.A., *Associate Professor of Economics*
B.A., Emmanuel Missionary College, 1944; M.A., University of Nebraska, 1951.

GORDON M. HYDE, M.S., *Associate Professor of Speech*
B.A., Emmanuel Missionary College, 1942; M.S., University of Wisconsin, 1957.

CHARLES E. READ, M.S., *Associate Professor of Secretarial Science*
B.S., Union College, 1950; M.S., Indiana University, 1952.

CLIFFORD A. REEVES, B.D., *Associate Professor of Religion*
B.Th., Canadian Union College, 1951; M.A., S.D.A. Theological Seminary, 1956; B.D., Potomac University—Seminary, 1957.

WILLIAM H. TAYLOR, M.A., *Associate Professor of Journalism*
B.A., Union College, 1944; M.A., University of Nebraska, 1948.

WAYNE E. VANDEVERE, M.B.A., *Associate Professor of Business Administration*
B.A., Emmanuel Missionary College, 1954; M.B.A., University of Michigan, 1956.

J. MABEL WOOD, M.A., *Associate Professor of Music*
B.A., Union College, 1948; M.A., University of Nebraska, 1952.

ASSISTANT PROFESSORS

JOSEPH B. COOPER, M.A., *Assistant Professor of Physical Education*
B.S., University of Tampa, 1955; M.A., University of Florida, 1956.

FLORENCE M. CULPAN, M.A., *Assistant Professor of Nursing*
B. S., Florida State University, 1958; M.A., Teachers College, Columbia University, 1959.

*On Leave 1961-62.

KENNETH DAVIS, M.A., *Assistant Professor of Religion*
B.A., Emmanuel Missionary College, 1944; M.A., Seventh-day Adventist Theological Seminary, 1953.

CYRIL DEAN, M.ED., *Assistant Professor of Physical Education*
B.S., Pacific Union College, 1949; M.Ed., University of Maryland, 1950.

R. E. FRANCIS, M.A., *Assistant Professor of Religion*
B.A., Washington Missionary College, 1945; M.A., Andrews University, 1960.

CATHERINE GLATHO, M.S., *Assistant Professor of Nursing*
B.S., College of Medical Evangelists, 1955; M.S., College of Medical Evangelists, 1960.

EDGAR O. GRUNDSET, M.A., *Assistant Professor of Biology*
B.A., Emmanuel Missionary College, 1947; M.A., Walla Walla College, 1959.

LYLE Q. HAMEL, M.MUS., *Assistant Professor of Music*
B.S., Emmanuel Missionary College, 1949; M.Mus., Vander Cook College of Music, 1954.

THELMA HEMME, M.A., *Assistant Professor of Home Economics*
B.A., Pacific Union College, 1944; M.A., Pacific Union College, 1958.

EVLYN LINDBERG, M.A., *Assistant Professor of English*
B.A., Willamette University, 1932; M.A., Texas Christian University, 1952.

*GORDON MADGWICK, M.A., *Assistant Professor of English*
B.A., Washington Missionary College, 1954; M.A., S.D.A. Theological Seminary, 1955; M.Ed., University of Maryland, 1958.

ELAINE MYERS-TAYLOR, M.A., *Assistant Professor of Music*
B.A., Walla Walla College, 1946; M.A., Columbia University, 1953.

MYRTLE B. WATROUS, B.S. in L.S., *Assistant Professor of Library Science*
B.A., Washington Missionary College, 1924; B.S. in L.S., University of North Carolina, 1952.

A. L. WATT, M.A., *Assistant Professor of Physics*
B.A., Union College, 1929; M.A., University of Nebraska, 1954.

OLIVE WESTPHAL, *M.A., Assistant Professor of Spanish*
B.A., Pacific Union College, 1929; M.A., University of Southern California, 1940.

INSTRUCTORS

BARBARA BEAVERS, B.S., *Instructor in Nursing*
B.S., Southern Missionary College, 1960.

DEL W. CASE, B.A., *Instructor in Music*
B.A., La Sierra College, 1960.

DON CROOK, B.A., *Instructor in Music*
B.A., Southern Missionary College, 1953.

EILEEN DROUAULT, B.A., *Instructor in Modern Languages*
B.A., Washington Missionary College, 1937.

RUBY JOHNSON, M.S., *Instructor in Dietetics*
B.S., Madison College, 1938; M.S., University of Tennessee, 1957.

*On Leave 1961-62.

NORMA KELLAMS, B.S., *Instructor in Secretarial Science*
B.S., Emmanuel Missionary College, 1956.

MIRIAM KERR, M.A., *Instructor in Nursing*
B.A., Atlantic Union College, 1936; M.A., George Peabody College for Teachers, 1959.

MARIAN KUHLMAN, R.N., *Instructor in Health Education*
R.N., Florida Sanitarium and Hospital, 1939.

CHRISTINE KUMMER, M.S., *Instructor in Nursing*
B.S.N.E., Washington Missionary College, 1956; M.S., University of Alabama, 1960.

EDITH LAUER, B.S., *Instructor in Nursing*
B.S., Florida State University, 1951.

ANN PARRISH, M.A., *Instructor in English*
B.A., Atlantic Union College, 1958; M.A., University of Arkansas, 1959.

HERMAN C. RAY, B.A., *Instructor in Religion*
B.A., Southern Missionary College, 1951.

MERLE SILLOWAY, M.A., *Instructor in Library Science*
B.A., Washington Missionary College, 1920; M.A., Columbia University, 1928.

DREW TURLINGTON, B.S., *Instructor in Industrial Arts*
B.S., Southern Missionary College, 1951.

NELLIE JO WILLIAMS, B.S., *Instructor in Art*
B.S., University of Michigan, 1960.

DUANNE ZIMMERMAN, M.S. *Instructor in Mathematics*
B.A., Emmanuel Missionary College, 1957; M.S., University of Minnesota, 1960.

LECTURERS

GERTRUDE H. MUENCH, R.N., R.P.T., Lecturer in Nursing
Diploma, Portland Sanitarium and Hospital, 1905; R.P.A., Western Reserve School of Physical Therapy, 1927.

TED C. SWINYAR, M.D., *Lecturer in Health Education*
B.A., Washington Missionary College, 1949; M.D., College of Medical Evangelists, 1952.

ALICE MAE WHEELER, B.S.N.E., *Lecturer in Nursing*
B.S.N.E., Washington Missionary College, 1952.

SUPERVISORY INSTRUCTORS IN SECONDARY EDUCATION

KENNETH C. STEWART, M.A., *Principal*
B.A., Columbia Union College, 1951; M.A., Ohio State University, 1957.

LORENE AUSHERMAN, B.A., *Registrar, Health*
B.A., Southern Missionary College, 1953.

PAUL C. BOYNTON, M.A., *Bible*
B.A., Washington Missionary College, 1941; M.A., S.D.A. Theological Seminary, 1952.

LYNN SAULS, B.A., *English*
B.A., Southern Missionary College, 1956.

OLIVE WESTPHAL, M.A., *Spanish*
B.A., Pacific Union College, 1929; M.A., University of Southern California, 1940.

DONALD WOODRUFF, M.A., *Mathematics and Science*
M.A., University of Missouri.

SUPERVISORY INSTRUCTORS IN ELEMENTARY EDUCATION

K. M. KENNEDY, ED.D., *Principal*
B.A., Valparaiso University, 1946; M.Ed., University of Chattanooga, 1952; Ed.D., University of Tennessee, 1955.

ARNOLD OTTO, M.ED., *Vice-Principal, Grade 8*
B.A., Emmanuel Missionary College, 1951; M.Ed., University of South Carolina, 1958.

MILDRED BALDWIN, M.ED., *Grades 3, 4*
B.S., Southern Missionary College, 1958; M.Ed., University of Chattanooga, 1961.

RICHARD CHRISTOPH, B.S., *Grade 7*
B.S., Emmanuel Missionary College.

ELMYRA CONGER, M.ED., *Grades 3-7*
B.S., Southern Missionary College, 1954; M.Ed., University of Chattanooga, 1957.

RUTH SORRELL, M.A., *Grades 1, 2*
B.S., Southern Missionary College, 1951; M.A., George Peabody College for Teachers, 1953.

JESSIE PENDERGRASS, B.A., *Grades 5, 6*
B.S., Southern Missionary College, 1957.

ADMINISTRATIVE COMMITTEES

1. President's Council
2. Admissions Committee
3. Finance Committee
4. Traffic and Safety Committee

COMMITTEES OF THE FACULTY

The seven standing committees of the faculty are recommending bodies appointed by the President at the beginning of the school year at which time the schedule of each committee is announced. The President is a member ex-officio of all standing committees. The standing committees are as follows:

1. Academic Policies
2. Testing and Counseling Service
3. Religious Interests
4. Lyceum and Social Programs
5. Health and Recreation
6. Development and Public Relations
7. Library Services

The following special committees function under the general supervision of the Academic Dean: Ministerial Recommendations, Medical Student Recommendations, Teacher Certification, Vocational Education.

GENERAL INFORMATION

AIMS AND OBJECTIVES

Southern Missionary College is a coeducational Christian college operated by the Seventh-day Adventist denomination. Its objectives are in harmony with the basic principles and objectives of its governing organization. The Bible is accepted as the inspired revelation of God to men. Consistent endeavor is made to inspire in the student an appreciation of those principles that lead to a high level of thinking which in turn leads to Christian character and purposeful service to one's fellow men.

In harmony with this inclusive objective the following statements express the specific objectives upon which the policies of the college are formulated:

1. *Spiritual*—Southern Missionary College desires to establish in her students a personal allegiance to the principles of Christian faith; to develop in them a Christian philosophy of life as a basis for the solution of their personal problems; and to foster in them a sense of responsibility which will lead to active participation in the program of the Seventh-day Adventist Church.

2. *Intellectual*—The college provides the student with basic facts and principles to the end that independent and creative thinking may result in open-mindedness, intellectual curiosity and effective means of expression.

3. *Ethical*—Southern Missionary College strives to implant in her students those concepts of Christian ethics and morality which are taught in the Scriptures and teaches them to shun intolerance of the rights and opinions of others.

4. *Social*—The college affords opportunity for the student to develop approved social practices through participation in such activities as will contribute to the development of a well-balanced personality.

5. *Aesthetic*—Southern Missionary College endeavors to develop in her students an appreciation for that which is elevating and beautiful. To this end she fosters an appreciation of God's handiwork together with the best in the fine arts. Furthermore, she desires that in this field her students will not only be appreciative but creative.

6. *Civic*—Southern Missionary College aims to teach her students to be intelligent observers of national and international affairs. She desires that they faithfully discharge their duties as citizens and work unselfishly for the improvement of their community and country.

7. *Health*—Southern Missionary College encourages her students to learn and practice the principles of healthful living.

8. *Vocational*—The college provides opportunity for work experience and vocational training as an integral part of the total educational experience in order to teach the student that labor is God-given, dignified and an aid to character development as well as a means of financial support.

9. *Service*—Southern Missionary College endeavors to develop in her students a spirit of unselfish dedication to the service of God and man.

HISTORY

Southern Missionary College was founded at Graysville, Tennessee, in 1892 under the name of Southern Training School. In 1916 the institution was moved to Collegedale, Tennessee, where it opened under the name of Southern Junior College. By 1944 senior college status was achieved, the first degree candidates being graduated in 1946.

LOCATION

The main college campus is located in a pleasing valley eighteen miles east of Chattanooga and three miles from Ooltewah on the Lee Highway. The Southern Railway line passes through one side of the estate. A bus service operated by the Cherokee Lines serves the college campus. The post office address is Collegedale.

The Orlando campus situated in the "City Beautiful" at the Florida Sanitarium and Hospital provides additional facilities for the Division of Nursing.

Research Project in Physics ——→



BUILDINGS AND EQUIPMENT

Lynn Wood Hall—The administration building, named in honor of Dr. Lynn Wood, president of the college from 1918-1922, is a three-story structure housing all the administrative offices including most of the teachers' offices. The chapel seats approximately 550.

A. G. Daniells Memorial Library—The A. G. Daniells Memorial Library was completed in 1945. This is a modern library containing more than twenty-eight thousand books and about two hundred current periodicals conveniently arranged and adequately housed for study, reference, and research. A portion of the building is used for lecture rooms. The library is located adjacent to the administration building and is readily accessible from the residence halls.

Earl F. Hackman Science Hall—Hackman Hall, modern in arrangement and appointment, a commodious, two-story, fireproof building, contains various well-equipped lecture rooms and laboratories of the division of natural sciences. The first phase of this building was completed and dedicated in 1951. An addition, comparable in size to the first unit, was completed in 1961.

Harold A. Miller Fine Arts Building—The Harold A. Miller Fine Arts Building, completed in 1953, houses the music department. This two-story, fireproof building provides studios, practice rooms, and an auditorium for recital purposes. It was named in honor of Harold A. Miller, who for many years headed the Music Department.

Maude Jones Residence Hall—The construction of a new women's residence hall permits the use of Maude Jones residence hall as a men's dormitory to provide adequate housing facilities for the young men of this campus. Somewhat extensive remodeling of recent date has added considerably to the housing capacity and to the attractiveness of the building.

John H. Talge Residence Hall—The primary men's residence hall, named for John H. Talge, provides accommodations for 160 men. The panelling of the entrance and lounge has added much to the attractiveness of the building.

New Women's Residence Hall—This modern fireproof structure scheduled to be completed for occupancy in August, 1961, will provide living accommodations for approximately 275 ladies. New room furnishings, built-in closets and chests of drawers, with lavatory facilities in each room, will provide a home-like atmosphere.

The spacious and beautiful chapel with adjoining prayer rooms,

← Instruction in Music Appreciation

the parlors, the kitchenette and infirmary facilities are but a few of the attractive features which provide for enjoyment and comfortable living.

COLLEGEDALE TABERNACLE-AUDITORIUM—The auditorium serves as a place of worship for the Collegedale S. D. A. church. The building is owned by the Georgia-Cumberland Conference and has a seating capacity of 1,200. A Hammond electric organ and a full concert Baldwin grand piano are part of the equipment. This building also serves as a center for the physical education activities.

ARTHUR W. SPALDING SCHOOL—This modern one-story elementary school is one of the most recent buildings to be erected. The six classrooms, an auditorium, and recreation room serve as a vital part of the teacher-training program.

HOME ARTS CENTER—This recently completed building houses the Cafeteria and Student Center on one floor and the Home Economics Department on another floor. This building is not only modern but beautifully appointed throughout.

ACADEMY BUILDING—This building contains all the facilities for operating the class program of the secondary school. The few resident students of the academy are housed separately on the campus.

INDUSTRIAL BUILDINGS—The industrial buildings include the College Press, Laundry, Cabinet Shop, Broom Shop, Bakery, Bindery, Garage, and College Enterprises.

STUDENT APARTMENTS—The college maintains a number of housing units for married students as well as a trailer camp. Additional facilities may be available in the community.

ACCREDITATION AND CERTIFICATION

Southern Missionary College is accredited as a liberal arts college by the Southern Association of Colleges and Secondary Schools and is approved by the Tennessee State Board of Education for the preparation of both secondary and elementary teachers for certification.

The Division of Nursing is accredited by the Tennessee State Board of Nursing, is recognized by the Florida State Board of Nurses Registration, and is an agency member of the Baccalaureate and Higher Degree Granting Programs of the Division of Nursing Education of the National League for Nursing.

MEMBERSHIPS

In addition to the memberships indicated above the college is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, the Association of American Colleges, and the Tennessee College Association.

STANDARDS OF CONDUCT

In the light of the objectives of the college to develop men and women of high standards of scholarship, character, integrity, and Christian maturity, those who are accepted thereby pledge themselves to the maintenance of these standards. No religious test as such is applied, but all students are expected to attend the regular religious exercises and to abide by the regulations given in the student handbook or announced by the faculty. These regulations are in harmony with what experience has demonstrated to be sound standards of Christian conduct.

A student who finds himself out of harmony with the standards and objectives of the college, who is unresponsive and not cooperative, or who violates his pledge may be asked to withdraw without specific charge.

Disciplinary action is usually not of a summary nature except for serious moral offenses. The student has every opportunity to respond to cautions, warning, censure, or other action such as probation and suspension; but patient dealing should not be interpreted as indulgence or toleration of attitudes or actions out of harmony with the regulations.

A full statement of the regulations is to be found in the student handbook, *SMC and YOU,* which is available to every student upon application.

THE SCHOOL TERMS

The college operates on the semester plan, the school year consisting of two semesters and a summer session. The separate announcement for the summer session is available in May and may be secured from the Admissions Office.

LEAVES OF ABSENCE

Students who reside in the college residence halls are required to arrange leaves of absence with the Dean of Men or the Dean of Women. If the absence involves missing of class work the signature of the Dean of the College is also required on the leave of absence blank.

MARRIAGE

No student will be given permission to marry during the school term. Secret marriage is sufficient reason for dismissal.

USE OF MOTOR VEHICLES

The free and unrestricted use of automobiles has a definite tendency to interfere with the student's spiritual and scholastic life on the campus of Southern Missionary College. For this reason, students residing in school homes are encouraged to leave their automobiles at home.

Unless twenty-one years of age or older, freshmen are not permitted to use or park automobiles at the college or in the community. It is therefore imperative that freshmen leave their automobiles at home.

Students, other than freshmen, who reside in school homes and desire to bring automobiles may be granted permission upon application to the respective deans. Automobiles must be registered with the residence hall deans upon arrival. If satisfactory arrangements are made, a permit will be issued and a parking fee of $10.00 a semester, or any part of a semester, will be charged.

Any student who desires to bring a motor vehicle should first correspond with the dean of the residence hall concerned. For further details see your student handbook.

STUDENT LIFE AND SERVICES

STUDENT ORGANIZATION

The extracurricular program is designed to offer to every student opportunity for the development of initiative and leadership. The Student Association is an organized body which in cooperation with the faculty is entrusted with responsibility in implementing the policies and principles which the college represents. The Dean of Student Affairs works as liaison officer to coordinate the work of the faculty and the Student Association.

GUIDANCE AND COUNSELING SERVICE

The counseling service is organized and directed by the Dean of Student Affairs who will arrange for the choice of a personal counselor for each student. Additional counsel is provided by administrative personnel and by the heads of departments who will advise students on academic questions related to their major field. The Director of the Testing Service works in close cooperation with the counseling service in providing guidance information to both students and counselors.

PLACEMENT

One of the personnel services is that of assisting graduates in securing appointments for service. The placement office distributes information concerning each prospective graduate to a wide list of prospective employers and acts as liaison office to bring graduates and employer together by supplying recommendations and other information necessary.

RESIDENCE

All unmarried students who do not live with parents, close relatives, or legal guardians are expected to live in the residence halls on the campus. Information about necessary room furnishing to be supplied by the student may be found in the student handbook.

PUBLICATIONS

The Student Association publishes the bi-weekly *Southern Accent* and the yearbook *Southern Memories. The Campus Accent,* a publication of announcements for distribution in chapel, is also published by the Student Association. These student publications are under the sponsorship of the instructors in English and journalism.

HEALTH SERVICE

The health service is directed by the resident school nurse in cooperation with the school physician. The Clinic is located on the campus. The general fee paid by each student upon entrance covers certain medical services without additional charge. For particulars read the announcements appearing in the financial section of the bulletin.

CAMPUS ORGANIZATIONS

More than thirty campus organizations give ample opportunity to develop student initiative and leadership. They may be classified under four divisions; namely, church-related organizations, social clubs, professional clubs, and special interest or hobby clubs.

The church-related organizations are the MV Society, Ministerial Seminar, Christ's Foreign Legion, American Temperance Society, the Colporteur Club, and the Usher's Club.

The professional clubs are organized by departments with student leadership under the sponsorship of the department or division head.

The social clubs are organized according to place of residence. These are the Married Couples' Forum; Upsilon Delta Phi, the men's club; and Sigma Theta Chi, the women's club.

ALUMNI ASSOCIATION

Southern Missionary College is a living institution made up of its alumni, faculty, and students. The Alumni Association promotes the interests of the school, fosters a spirit of friendship among former students, and preserves worthy traditions of the college, and serves mankind through the exemplification and advocacy of the ideals of its Alma Mater.

The General Association convenes at the time of the annual Alumni Homecoming. Local chapters in various sections of the country meet several times yearly. The Association publishes the *Alumni News Bulletin,* its official publication. It is distributed free to Alumni and friends of the college.

The Association maintains an office on the college campus which keeps the records of its regular members, some 2,000 graduates of Southern Missionary College, or of the institutions which preceded it (the Graysville Academy, the Southern Training School, the Southern Junior College). Associate membership in the organization is also granted individuals who have attended this institution at least one semester.

SCHOLARSHIPS, LOANS, AND GRANTS-IN-AID

Grants-in-aid, scholarships, and loan funds may be available to students who have satisfactory citizenship and scholastic records and a proven financial need. Complete details are presented in the financial section of the bulletin.

EMPLOYMENT SERVICE

The College operates a variety of industries which provide considerable employment for students in financial need. These work opportunities provide a training in vocational skills as all work is done under trained supervisors.

LYCEUM COURSE

The college sponsors a lyceum series of an educational and entertaining nature. This consists primarily of travelogues, music, and lectures.

FINE ARTS SERIES

The Fine Arts Department sponsors four or more Sunday evening concerts by visiting musicians. Art exhibits by prominent artists in the area are opened to the public after the programs, presenting an opportunity to meet the artist. There is a small fee of $2.00 for the season.

EXTRACURRICULAR ACTIVITIES

Students may hold extracurricular offices according to the standards as defined in the Student Association Constitution.

All lists of students chosen for office must be submitted to the academic dean for approval before the student may be asked to accept the responsibility.

ACADEMIC INFORMATION

ADMISSION

APPLICATION PROCEDURE

As a church-related institution, Southern Missionary College follows the policy of determining admission on the basis of character and citizenship as well as of scholarship. Formal application is made on a blank furnished by the Admissions Office. All correspondence concerning admissions should be addressed to the Secretary of Admissions. Each application should be accompanied by a processing fee of $2 which is not refundable. Ordinarily about a month is necessary to process an application.

The College takes the responsibility of securing transcripts of the applicant's previous scholastic record. All transcripts become the property of the College.

ADMISSION TO FRESHMAN STANDING

A student whose principles and interests are in harmony with the purposes of the college may be admitted to freshman standing by certificate or transcript of at least 18 secondary units or diploma from a state or regionally accredited secondary school. In addition, the applicant is expected to submit a grade point average of 1.0 (C) in the minimum basic (solids) secondary subjects required for admission to the various college curricula as noted on page 36.

Applicants from unaccredited schools may be admitted on a provisional basis upon passing entrance examinations.

ADMISSION TO ADVANCED STANDING

A candidate for admission from another regionally accredited college may receive credit without examination subject to the following requirements:

a. Receipt of official transcript or transcript of the complete previous scholastic record.

b. A record of entrance tests taken previously and a statement of withdrawal with an honorable record.

c. Evidence of satisfying the entrance requirements of this college.

PROVISIONAL ADMISSION—TRANSFER

Credit is recorded provisionally at the time of admission but will not become part of the student's permanent record until the student has satisfactorily completed not less than twelve semester hours in this institution. Not more than 72 semester hours or 108 quarter hours may be accepted from a junior college.

ADMISSION BY EXAMINATION

Applicants over twenty-one years of age who have had at least eight solid secondary units may be admitted on the basis of passing the General Educational Development tests with a minimum score of 45 on each test and an average standard score of 50 on the total of five tests.

ADMISSION OF VETERANS

Veterans are admitted on the same basis as applicants over twenty-one years of age referred to in the preceding paragraph. Educational credit earned while in service will be evaluated on the basis of the recommendations found in the Guide of the American Council on Education.

CLASSIFICATION OF STUDENTS

The classification for which a student qualifies at his first registration ordinarily continues through both semesters. Applications for reclassification at the beginning of the second semester may be made to the Academic Dean except that officers of classes may not be reclassified and a student may not be classified as a senior until he is a candidate for graduation in spring or summer of the current year. All students are classified under one of the following categories:

FRESHMEN— Graduation from secondary school.

SOPHOMORES—Those who have completed at least 24 semester hours. A sophomore may not take upper biennium courses unless he has completed 50 lower biennium hours, except certain sequence courses approved by the Dean.

He may however register for one or more upper biennium courses, for upper biennium credit, provided (1) he has earned, with an average of "C" or above, fifty hours including basic freshman and sophomore courses already taken, and (2) his current registration completes the fulfillment of lower biennium basic and major requirements.

JUNIORS—Those who have at least 56 semester hours with a cumulative average of C, and who have completed all secondary requirements for admission. Deficiencies will not be carried over to the junior year.

SENIORS—Those who have completed 96 semester hours and are candidates for spring graduation and prospective summer graduates who will have completed a minimum of 118 hours at the close of the second semester.

Adult Special Student—A mature person who does not meet regular admission requirements may be permitted to take lower biennium work to a maximum of twelve semester hours. To continue further he must regularize his admission.

Unclassified Student—A student who is qualified to enter on a regular basis but who does not plan to complete a curriculum is registered as an unclassified student.

ACADEMIC POLICIES

REGISTRATION

Students are expected to register for classes and participate in the orientation program on the dates designated in the Calendar of Events at the front of this bulletin. Placement and aptitude tests will be given for all new and transfer students as a guide to registration and counseling.

A late registration fee of $5 is charged after registration week. Students may not register more than two weeks late except by permission of the Dean. The course load of a late registrant will be reduced by one to two semester hours for each week of lateness.

CHANGES IN PROGRAM

To avoid changes in registration the student should give much thought at the time of registration to the desired class program. If expedient, changes in registration may be made during the first two weeks of a semester upon the consent of the curriculum advisor, instructor, and the Dean. A fee of $2 will be charged for any change in registration following the first week of school.

The student's class load as of the close of the second week of school becomes the basis of the tuition charge regardless of subsequent reductions in the class program. Late additions, if permitted, will be reflected in an increase in the tuition charged.

Students may not change from one section of a class to another except by permission of the Dean.

A student may withdraw from a course up to the fourth week of a semester with a grade of W. From the fourth week to the twelfth week the grade recorded will be W or WF. For withdrawal after the twelfth week a grade of F will be recorded unless the withdrawal is because of unavoidable circumstances approved by the Dean, in which case a grade of W will be given.

CLASS LOAD

A full-time student is one who is registered for twelve or more semester hours. Except by permission of the President's Council a student living in the residence halls must carry a minimum of eight semester hours. If a student is working to defray expenses, his course load will be adjusted according to his scholastic ability. Students of superior scholarship may register for a maxium of 18 hours by permission of the Academic Dean, a 1.5 grade point average being the minimum qualification to make such a request. Correspondence work is computed as part of the current load.

No appointment, work assignments, field trips or other activities that would interfere with the student's regular schedule of school work may be asked of the students without specific arrangement with the Dean in advance.

SCHOLARSHIP STANDARD

Students who fail to maintain a C average are considered on a provisional or probationary status. An average of C is the basis of admission and a requirement for graduation from all curricula. A student who may be admitted with less than a C average must raise his average .2 each semester; otherwise, his program will be reviewed for the purpose of reducing his class load or labor load or both. Students may not continue indefinitely doing less than C average work. Furthermore, a student on this status is restricted in the number of extracurricular responsibilities which he may carry. The maintenance of a high scholastic record is considered as a most important consideration for the student's own welfare.

COURSE NUMBERS

Courses numbered 1 to 49 are lower biennium courses taken mainly by freshmen, and 50 to 99 mainly by sophmores; those numbered 100 to 149 are upper biennium courses open primarily to juniors, and 150 to 199 open primarily to seniors.

Course numbers that stand alone (e.g., 56) represent courses of one semester which are units in and of themselves.

Course numbers separated by a hyphen (e.g., 1-2) represent year courses, the semesters to be taken in order given. Credit for the first semester only will not apply toward graduation from any curriculum.

Course numbers separated by a comma (e.g., 41, 42) represent units in and of themselves either one of which may be counted for graduation without reference to sequence.

Course numbers separated by a colon (e.g., 11:12) are year courses in which credit for the first course is a prerequisite to the second; however, credit may be given for the first semester when taken alone.

CORRESPONDENCE WORK

A student will be permitted to carry correspondence work while in residence only if the required course is unobtainable at the college. All correspondence work whether taken while in residence or during the summer must be approved in advance by the Dean.

The maximum amount of correspondence which may apply toward a degree is twelve semester hours and eight hours for two-year curricula.

Correspondence credit on the upper biennium level may not apply toward the student's major or minor. A student may not repeat by correspondence a course in which he has received a grade of F in this institution.

Correspondence work must carry a grade of C or above to be recorded. C grade correspondence work may not apply toward a major unless by a validation examination. However, A or B grade correspondence may apply toward a major without a validating examination.

A senior doing correspondence work must have a transcript of his final grade in the registrar's office at least four weeks before graduation.

No correspondence credit will be entered on the student's record until he has earned a minimum 12 hours in residence with an average of at least C.

COLLEGE CREDIT BY EXAMINATION

Recognizing the needs of the exceptionally gifted student, college credit by examination is permitted under the following rules of order:

a. Application in writing to the Academic Dean with the approval of the major professor and department chairman at least four weeks in advance of the proposed examination date.

b. Payment to the accounting office of a special examination fee of $25.00.
c. Sitting for the comprehensive examinations, written, oral, manipulative or otherwise as determined by the instructor in collaboration with the department chairman.
d. A grade of "B" must be achieved by the student to have course credits recorded by the registrar as college credit.

AUDITED COURSES

A student may audit only non-laboratory courses. Audited courses do not carry credit, the tuition being half the regular charge. In computing a student's course load, an audited course counts as half. A student may not repeat an audited course for credit.

ATTENDANCE AT CLASS APPOINTMENTS

Attendance is required beginning with the first day of each session. Regular attendance at all appointments (lecture, laboratory, etc.) is expected. Absences, occasioned by illness, authorized school trips, or emergency, and when so recognized by the Dean of the college may be excusable and the student will be permitted to make up the work lost. Excuse requests must be presented to the Dean within 48 hours after the student resumes attendance, and the work must be made up within two weeks after the absence.

Teachers will send a report to the Dean's office when the number of absences in a course equals the number of class appointments for one week. If the total number of absences in any semester exceeds the number of class appointments in a two weeks' period the teacher will consult with the Dean as to whether the student will be allowed to continue the class or get a grade of FA. Cases of such students may be reviewed by the Academic Policies Committee upon petition of the student.

The school nurse or the deans of the school homes will turn in lists of ill students to the Dean's office each day before noon.

All students whether in the dormitory or community must report to the school health officer in order to have an absence recognized as excusable for the purpose of making up work.

Absences immediately preceding or following a vacation period, announced picnic, field day, or from the first appointment of the second semester, by a student in attendance the first semester, carry penalties. The penalty for missing each class period shall be equivalent to the penalty for missing two regular class periods.

Tardiness. Students who are late for class must report such fact to

the instructor before leaving the classroom; otherwise the tardiness will count as an absence. At the discretion of the teacher, three reported tardinesses may be counted as one absence; also students who leave class without permission are counted absent.

CHAPEL ATTENDANCE

In principle the chapel absence policy is the same as for class absence in that no absences are allowed except for illness, authorized school trips, or emergency. If the number of unexcused absences in any one semester exceeds the number of chapel periods in one week, the student will receive a note of advice and counsel. Subsequent unexcused chapel absences will disqualify the student as a citizen on this campus.

A student leaving chapel after the record has been taken will be counted absent. If a student is tardy three times, it will be counted as one absence.

GRADES AND REPORTS

Mid-semester and semester reports of the scholastic standing of each student are issued to the student and his parent or guardian. Semester grades are kept on permanent record by the College.

The following system of grading is used:

	Grade Points per Semester Hour
A—Superior	3
B—Above average	2
C—Average	1
D—Below Average	0
F—Failure	Minus 1

If a student is found cheating his entire grade to that point becomes F.

E—Warning for "below passing" scholarship. This grade may be given only at the nine weeks period.

I—Incompletes because of illness of other unavoidable delay. An incomplete grade must be removed by the end of the first six weeks of the following semester.

A teacher may not give an incomplete grade without authorization from the Dean. A student who believes he is eligible for an incomplete must secure from the Registrar's Office the proper form on which he may file application with the Dean to receive an incomplete.

Wf—Withdrew failing ..... Minus 1

Au—Audit
S—Satisfactory (for music organizations only)
U—Unsatisfactory (for music organizations only)
FA—Failed because of poor attendance record
NC—Non-credit

A grade correctly reported to the Registrar can be changed only upon repetition of the course. No grade above a D may be repeated for the purpose of raising it. When a course is repeated to raise a grade, it must be done before a more advanced course in the same field is completed. Credit may not be earned in the course after a more advanced course in the same field has been taken. No grades will be recorded for a course for which the individual concerned has not registered. After a semester grade has been recorded no change in credit for the course may be made.

THE DEAN'S LIST

The Dean's List consists of those who carry a minimum of twelve semester hours and maintain a grade point average of 2.5 or above with 3.0 as the possible maximum.

SPECIAL EXAMINATION

Special examinations are given when justified by circumstances such as illness or necessary absence from the College. Permits are issued by the Dean at a fee of $2 and presented by the student to the teacher concerned. Such examinations must be taken within two weeks after student's return to class.

EXEMPTION BY EXAMINATION

A student may be exempt from a required course by passing a comprehensive examination with a grade of at least C. The purpose of this provision is to allow a student to take advanced work when he has already covered the material of a prerequisite course. No hours of credit are allowed on such an examination. Authorization for such examinations are by action of the Academic Policies Committee. The fee is $2.

NON-CREDIT COURSES

Courses may be taken on a non-credit basis in the following areas, the tuition charge being the same as for credit.

Music Organizations
Applied Music
Typing
Physical Education Activity Courses

Study in Anatomy ——→



CHATTANOOGA
HAMILTON COUNTY
HEALTH CENTER

1960

GRADUATION STANDARDS

DEGREES AND CERTIFICATES

The college confers three degrees: Bachelor of Arts, Bachelor of Music, and Bachelor of Science. All require the completion of 128 hours with an average of C.

The **Bachelor of Arts degree** is conferred upon students who have fulfilled the basic requirements together with a major field of concentration and a minor of 18 hours. A major or a minor may be chosen from any of the following fields, the major usually consisting of 30 hours and the minor of 18.

Biology
Business Administration
Chemistry
Communications
English
History
Mathematics
Music
Physics
Religion
Spanish
Theology

The **Bachelor of Science degree** is conferred in twelve fields listed below. The number of semester hours required for the field of concentration varies according to the particular field as noted below. The minor consists of 18 hours in each field; however, no minor is required for Nursing.

Accounting 45
Chemistry 40
Elementary Teacher Education 32
Foods & Nutrition 30
Home Economics 30
Medical Secretarial 38
Nursing 62
Physics 40
Secondary Education 26
Secretarial Science 30

The **Bachelor of Music in Music Education** and the **Bachelor of Music in Performance** consist of 128 hours, 59-60 of which are in various areas of music, but there is no minor.

The fields in which **minors** may be earned are given below. For complete information, see the instructional department concerned.

Art
Biblical Language
Biology
Business and Economics
Chemistry
Communications
Education
English
Foods and Nutrition
German
History
Home Economics
Mathematics
Medical Secretarial Science
Music

← Clinical experience in Public Health Nursing

Physics
Physical Education
Psychology
Religion
Secretarial Science
Spanish
Speech

TWO-YEAR TERMINAL CURRICULA

In addition to the above four-year curricula leading to a degree, the following two-year curricula are offered leading to a diploma:

Bible Instructor
Home Economics
Industrial Arts
Medical Secretary
Secretarial Science

See instructional departmental listings for two-year terminal curricula requirements.

PRE-PROFESSIONAL CURRICULA

Pre-Medical
Pre-Dental
Pre-Dental Hygiene
Pre-Laboratory Technician
Pre-Physical Therapy
Pre-X-ray Technician
Pre-Optometry
Pre-Pharmacy
Pre-Engineering
Pre-Law

Detailed requirements may be seen following the instructional departments.

GENERAL GRADUATION REQUIREMENTS

1. A minimum of 128 semester hours.
2. A major and a minor or two majors.
3. A minimum of 40 semester hours of upper biennium credit.
4. An average of "C" on the total hours and an average of "C" on all work taken at this college. No course in which a student has received a grade of "D" may apply on a major or minor.
5. Completion of the basic or core requirements for a baccalaureate degree.

A student may graduate under the bulletin of the year in which he entered or the one in which he completes his work. If he discontinues for a period of 12 full months or more he must qualify according to the bulletin current upon his return.

A student who qualifies for a degree in one field of concentration may qualify for a second degree by meeting the additional requirements.

GRADUATE RECORD EXAMINATIONS

All candidates for a baccalaureate degree are required to take the graduate record examinations during the last semester of the senior

year. These examinations are important to the student's record of work as many graduate fields are open only to those who can present a satisfactory record on these examinations.

CANDIDACY FOR GRADUATION

To be graduated, a student must have completed all requirements for graduation. A student may become a candidate for graduation when he enters upon the semester during which it will be possible for him to complete all the requirements for his graduation. Candidates for graduation at the close of the ensuing summer session will participate in the summer graduation exercise.

Formal application for graduation should be made at the Registrar's Office during the first semester of the senior year. All resident candidates for graduation must be members of the senior class. Seniors who did not participate in the junior class of the previous year are assessed an amount equal to the junior class dues.

The responsibility for meeting graduation requirements rests primarily with the student. He should acquaint himself with the published requirements and plan his course so as to fulfill them, for he is eligible for graduation only when the records in the Registrar's Office show he has met all the requirements listed in the college catalog.

GRADUATION WITH HONORS

A candidate for graduation with a grade point average of 2.5 or above, and whose record shows no grade lower than a "C," may be considered for graduation with honors. The Academic Policies Committee recommends the candidate to the faculty for approval of this honor. Transfer students must have earned 36 hours in residence to qualify for graduation with honors.

GRADUATION IN ABSENTIA

Each candidate for graduation must be present to receive his diploma unless granted written permission by the President of the College to be graduated *in absentia.* Written application should be made early in the second semester of the senior year and permission will be granted only in cases of evident necessity. A ten-dollar fee is assessed on all those graduating *in absentia.*

RESIDENCE REQUIREMENTS

Not less than 24 hours of the 128 hours must be earned in residence in this college, twenty of which must be in the senior year. At least six hours in the major field and a minimum of three hours of upper biennium credit in the minor must be earned in this college.

THE BACCALAUREATE DEGREES

ENTRANCE REQUIREMENTS

The following are the minimum secondary requirements:

English ..... 3 units
*Language ..... 2 units
Mathematics (Must include Algebra 1 unit) ..... 2 units
Natural Science ..... 2 units
for Bachelor of Arts curricula, otherwise, one unit
Social Science ..... 2 units
for Bachelor of Arts curricula, otherwise, one unit
Religion ..... 1 unit
for each year of attendance in an academy up to 3 units

CORE CURRICULUM REQUIREMENTS FOR BACCALAUREATE DEGREES

For exceptions to the core curriculum requirements pertaining to the bachelor of science degree, the student should consult the departmental write-up of the specific curriculum concerned and the degree sought.

ENGLISH ..... 10 hours

Six hours must be in Freshman English, which is to be taken in the freshman year. The remaining four hours must be in literature and should be taken in the sophomore year.

FINE ARTS ..... 4 hours

Required: Art 60 or Music 61.

FOREIGN LANGUAGES ..... 6-14 hours

1. Six hours of the foreign language in which two units have been earned in secondary school. To be taken in the freshman or the sophomore year.
2. Fourteen hours in one language, if different from the language in which two units have been earned in secondary school, should be taken if possible in the freshman and sophomore years.
3. Fourteen hours in one language, if no foreign language or less than two units in one foreign language was taken in secondary school, should be taken if possible in the freshman and sophomore years.
4. This requirement may be fulfilled by credit in Greek, Latin, or a modern foreign language.
5. Any student whose mother tongue is not English may request a waiver of the foreign language requirement if proficiency can be demonstrated by oral and written examination.

PHYSICAL EDUCATION ..... 1 hour

Required: P. E. 7, 8, or equivalent. Should be taken in the freshman or sophomore year

*Although language study is encouraged, admission will be granted to students who have not taken language subjects on the secondary level. To compensate for this deficiency, additional language study on the college level will be required as stated under the core curriculum requirements for baccalaureate degrees.

NATURAL SCIENCES—MATHEMATICS ..... 12 hours

May be selected from the fields of Biology, Chemistry, Mathematics, and Physics. Six hours sequence must be selected from a science field with laboratory to be completed in the freshman and sophomore years. (Bus. Math., Pre-Freshman Math., Fundamental Concepts or Functional Math., not accepted.) Nutrition 2 and 2a may also apply as 3 hours science credit if registered for as Chemistry 6 and 6a.

RELIGION ..... 12-16 hours

A student presenting three or more units of credit in Bible from the secondary school needs twelve hours; one presenting two units, fourteen hours; and one presenting one unit or less, sixteen hours. Approximately half of this requirement should be taken in the freshman and sophomore years. Transfer students from other colleges will take four hours for each year of attendance with a minimum of six hours for graduation. Only courses classified as Bible and Religion (excepting course No. 53, Health and Religion) may be taken to satisfy this requirement. Bible Survey required of those who had no religion subjects in secondary school.

SOCIAL SCIENCES ..... 12 hours

Six hours must be in a history sequence taken in the freshman or sophomore year. The remaining six hours may be in economics (Principles of Economics), sociology, social science, or geography. Those who have not taken World History on the secondary level must include Survey of Civilization, six hours.

APPLIED ARTS ..... 4 hours

Must be chosen from courses requiring laboratory experience in Industrial Arts, Graphic Arts, Home Economics, or Library Science. A waiver of the Applied Arts requirement may be granted only on the basis of vocational credit earned on a classroom or laboratory basis in an approved institution or by examination over the applied arts area in which the student claims proficiency.

Two of the following subjects are required of degree candidates: Fundamentals of Education 21, Prophetic Gift 5, Health and Religion 53.

NOTE: While it is preferable to take as many of the Core Curriculum requirements as possible on the freshman and sophomore level, a student will *not* be required to complete all of them before registering for upper biennium work. However, the following basic requirements *must be met* before the student registers for any upper biennium course.

Foreign Language	6	Religion	4-6
Natural Sciences and Mathematics	6	History	6
English	6		

MAJORS AND MINORS

MAJOR REQUIREMENTS. The student should choose a major field of specialization preferably by the beginning of the second semester of the sophomore year. Specific requirements for majors are given immediately preceding the description of courses in the several departments of instruction.

Each major consists of a minimum of thirty semester hours of which fourteen must be upper biennium credit and six of these must be earned in this college.

MINOR REQUIREMENTS. A student should choose his minor field not later than the beginning of the second semester of the sophomore year. A minor may not be earned in the field chosen for the major. All minors consist of eighteen semester hours except Religion which consists of the core curriculum requirements plus six hours, and English which is twenty-one.

Six hours of a minor shall be earned in the upper biennium. A minimum of three hours of upper biennium credit on the minor must be earned in this college.

DIVISIONS OF INSTRUCTION

APPLIED ARTS AND SCIENCES 41

COMMUNICATION ARTS 58

EDUCATION - PSYCHOLOGY - HEALTH 66

FINE ARTS 80

NATURAL SCIENCES - MATHEMATICS 88

NURSING 101

RELIGION, THEOLOGY, APPLIED THEOLOGY 106

SOCIAL SCIENCES 113

PRE-PROFESSIONAL CURRICULUMS 117

APPLIED ARTS AND SCIENCES

WILBERT SCHNEIDER, *Chairman;* THERESA BRICKMAN, DOROTHY CHRISTENSEN, RALPH DAVIDSON, *GEORGE GOTT, THELMA HEMME, NORMA KELLAMS, CHARLES READ, DREW TURLINGTON, WAYNE VANDEVERE.

HOME ECONOMICS

The courses in this area are designed to prepare students for a career in some field of Home Economics, and at the same time give cultural and practical knowledge of the essentials of successful homemaking.

A separate sequence of courses is presented for students who wish to go into the field of dietetics and institution management.

Bachelor of Science With a Major in Home Economics

COURSE REQUIREMENTS

MAJOR (Home Economics)	30 hours
Including 1, 2; 5; 21, 22; 25; 41, 42; 131; 181. Courses 2 and 2a may be taken for Natural Science credit if taken as Chemistry 6, but may not be counted on both.	
Minor	18 hours
Psychology 51	3 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Fine Arts 60 or 61	4 hours
Health 4; P. E. 7, 8	3 hours
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science 82	12 hours

Electives—sufficient to make a four-year total of 128 semester hours.

Those who plan to do graduate work in Home Economics should include General Chemistry 1-2; Biology 12 and 22; and Economics 71 and 72.

Those who wish to prepare for a teaching career should qualify for teacher certification. See page 68 onward.

*On leave, 1961-62.

A Bachelor of Arts degree with a major in Home Economics may be obtained by meeting the additional requirements given on pages 36-38.

Bachelor of Science With a Major in Foods and Nutrition

COURSE REQUIREMENTS

Home Economics majors who wish to meet the requirements for hospital dietetic internships approved by the American Dietetic Association must meet the following requirements:

MAJOR (Home Economics)	30 hours
1, 2; 25; 101, 102; 161, 162; 171, 172.	
MINOR	18 hours
Business Administration 31	3 hours
Psychology 112; 142	5 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Fine Arts 60 or 61	4 hours
P. E. 7, 8	1 hour
Biology 12, 22	7 hours
Chemistry 1-2; 81; 171	15 hours
(Chemistry 172 required for chemistry minor)	
Religion	12-16 hours
Social Science	12 hours

Electives sufficient to make a four-year total of 128 semester hours.

Suggested electives: Home Economics 26 and 131; Economics; Psychology; Education courses.

To meet the requirements for American Dietetic Association membership in other areas of food and nutrition the student must meet the specific requirements for American Dietetic Association membership Plan III. This should be arranged by the individual student in consultation with the head of the Home Economics Department.

MINOR: Men and women who are majoring in other fields may take a minor or electives in home economics. A minor in home economics requires 18 hours including Home Economics 1, 2; 21, 22 or 5; 25.

A minor in foods and nutrition requires 18 hours including Home Economics 1,2; 25; 161.

Two-year Curriculum in Home Economics

A two-year curriculum in Home Economics is offered primarily to prepare young women for successful homemaking.

COURSE REQUIREMENTS

Home Economics 1,2; 21,22; 25; 41,42; 131; 181	22 hours
English 1-2	6 hours
Religion	8 hours
Social Science 82	10 hours
Fine Arts 60 or 61	4 hours
Health 4, P.E. 7, 8	3 hours
Biology 12	3 hours
Industrial Arts 31	2 hours
Electives	5 hours

FOODS AND NUTRITION

1. FOODS *First semester, 3 hours*
Basic principles of food composition, selection, and preparation. Two hours lecture and one laboratory period each week.

2. NUTRITION *Second semester, 2 hours*
Principles of nutrition and their application to everyday living.

2a. FOODS AND NUTRITION LABORATORY *Second semester, 1 hour*
Calculation of the nutritional value of foods, and principles of food preparation, selection and service. A laboratory for nurses and teachers taking Nutrition 2, or others not taking Foods 1. Three hours laboratory each week.

25. MEAL PLANNING *First semester, 3 hours*
Prerequisite: Home Economics 1, 2 or by approval.
Menu planning, marketing, meal preparation, and table service. Three 2-hour periods each week.

26. FOOD DEMONSTRATION *Second semester, 2 hours*
Prerequisite: Home Economics 1, 2 or by approval.
Designed to present purposes, standards, and techniques of food demonstrations with application to teaching, business, and conducting cooking schools for adult groups. Two 2-hour periods each week.

*101, 102. EXPERIMENTAL FOODS *Two semesters, 4 hours*
Prerequisite: Home Economics 1, 2.
Individual and class problems in food preparation, calculating costs, preparing and serving meals for special occasions. One hour lecture and one laboratory period each week.

161. ADVANCED NUTRITION *First semester, 3 hours*
Prerequisites: Home Economics 1, 2, 25, and Chemistry 1 and 2 or by approval.
A study of the principles of normal nutrition as it applies to individuals at different ages. Two hours lecture and one laboratory period each week.

*Not offered 1961-62.

162. DIET THERAPY *Second semester, 3 hours*

Prerequisite: Home Economics 161.

A study of the principles of nutrition as applied to physiological conditions altered by stress, disease, or abnormalities. Two hours lecture and one laboratory period each week.

171. QUANTITY COOKERY *First semester, 3 hours*

A study of quantity food, purchasing, production, and service, with experience in the college cafeteria. One hour lecture each week. Laboratory work by appointment in the various areas of food preparation.

172. INSTITUTION MANAGEMENT *Second semester, 3 hours*

A study of equipment selection, maintenance and layout, and management and personnel relationships in institution food service. Laboratory experience in college and hospital food services. One hour lecture each week. Laboratory by appointment.

HOME MANAGEMENT AND CHILD CARE

41. HOME MANAGEMENT *First semester, 2 hours*

A study of family problems and goals with emphasis on planning personal and family schedules, conserving time and energy, financial plans and family housing.

42. ART IN EVERYDAY LIVING *Second semester, 2 hours*

The study of principles of art as they are related to everyday problems such as house design and decoration, selection of furniture, flower arrangement, pictures, accessories, and other home furnishings.

61. SOCIAL ETHICS *First semester, 1 hour*

Principles of Christian courtesy. Prepares for poised family, social and business relations. One and one-half hours a week.

112. APPLIED HOME FURNISHINGS *Second semester, 3 hours*

Laboratory experience in simple upholstering and professional drapery making. Two 3-hour combined lecture and laboratory periods.

131. CHILD CARE AND DEVELOPMENT *First semester, 3 hours*

A study of the young child, beginning with prenatal care through the years of babyhood, childhood, and adolescence with the family as a background for growth and development. The physical, mental, and social development studied with special emphasis on nutrition of mother and child. Two class periods and three hours home and nursery school observation each week.

181. PRACTICE IN HOME MANAGEMENT *Either semester, 3 hours*

Prerequisites: Home Economics 1, 2, 25, 41.

Experience in solving problems of family living, care of a home, budgeting, laundering, entertaining, planning, marketing, preparing and serving meals in the home management apartment for six weeks, projects to be planned before and written up after this period. One class period each week.

TEXTILES AND CLOTHING

5. CLOTHING SELECTION *First semester, 2 hours*

Artistic and economic factors are studied and applied to adult wardrobe planning and selection. Special emphasis is placed on wardrobe needs of college girls. Two one-hour lectures each week.

21. CLOTHING CONSTRUCTION *First semester, 2 hours*
A course in fundamental clothing construction. Basic construction techniques are demonstrated and practiced. Use and alteration of commercial patterns is studied and practiced. One-hour lecture and three hours laboratory each week.

22. CLOTHING CONSTRUCTION *Second semester, 2 hours*
A course in fundamental clothing construction with emphasis on fitting and techniques of construction using difficult to handle fabrics. One hour lecture and three hours laboratory each week.

119. TEXTILES *First semester, 2 hours*
A study of textile fibers and fabrics and factors influencing their construction, finish, and design. Selection and identification for consumer use. Two hours lecture each week.

*121. FLAT PATTERN DESIGN AND DRESS CONSTRUCTION *First semester, 2 hours*
Prerequisites: Home Economics 21, 22.
The use of the basic pattern in dress designing and construction with emphasis on fitting. One hour lecture and one laboratory period each week.

*122. TAILORING *Second semester, 2 hours*
Prerequisites: Home Economics 21, 22 and 121 or by approval.
A study of the techniques of tailoring and their practical application to women's suits and coats. One hour lecture and one laboratory period each week.

141, 142. HOME ECONOMICS SEMINAR *Two semesters, 2 hours*
A study of problems, research, and trends in the various fields of home economics. Registration conditional upon consent of instructor.

191. PROBLEMS IN HOME ECONOMICS *Either semester, 1 or 2 hours*
To permit the advanced student majoring in Home Economics to do individual work in the field under the direction of a staff member.

INDUSTRIAL ARTS

Two-Year Terminal Curriculum Leading to a Diploma

GENERAL REQUIREMENTS

English 1-2	6 hours
Religion	8 hours
Social Science	6 hours
Health Education 53	2 hours
P.E., 7, 8	1 hour
Speech 5:6 (recommended)	4 hours
Field of Concentration	20 hours
Electives	17 hours
Total	64 hours

*Not offered 1961-62.

FIELDS OF CONCENTRATION

MECHANIC ARTS

:2. MECHANICAL DRAWING *Two semesters, 4 hours*

A basic course in drafting, training the student in the use of instruments and the principles of orthographic projection, surface development, sectioning, pictorial drawings and dimensioning working drawings. Four hours laboratory each week. Lectures as announced by the instructor.

*15:16. GENERAL METALS *Two semesters, 4 hours*

Designed to acquaint the student with the many aspects of the metal-working industry. Instruction will be in the use of metal cutting and farming tools, forging, tempering, sheet metal, art metal and welding. One hour lecture and three hours laboratory each week.

41:42. ELECTRIC AND OXY-ACETYLENE WELDING *Two semesters, 4 hours*

A very practical course in arc and acetylene welding, teaching the student to weld skillfully in all positions: flat, vertical and overhead. One hour lecture, three hours laboratory each week.

*1:52. AUTO MECHANICS *Two semesters, 4 hours*

A general course in the fundamentals of the internal combustion engine, automobile design and repair; automotive electricity, power flow, servicing, and trouble shooting; field trips. Two hours lecture, two hours laboratory each week.

43:144. MACHINE SHOP *Two semesters, 4 hours*

Fundamentals of machine shop practice, instruction in the operation and maintenance of power hack saws, metal-turning lathes, shapers, milling machines and drill presses, together with hand tools used in machine shop work. Forging, tempering and casting are also included in this course. One hour lecture, three hours laboratory each week.

BUILDING TRADES

5. MASONRY *First semester, 2 hours*

A fundamental course in concrete work, mortar, concrete block and brick laying, footing, foundations, floors, sills, walks. One hour lecture, three hours laboratory each week.

6. PLUMBING *Second semester, 2 hours*

Instruction in code requirements, procedures in dwelling house plumbing, waste, maintenance, proper methods of sewage disposal, soil pipe and clay tile work. One hour lecture, three hours laboratory each week.

8. HOUSE WIRING *Second semester, 2 hours*

Instruction in the National Electric Code, basic electrical principles, complete instruction and practice in residential wiring, including electric heating. Some industrial wiring techniques will also be included. One hour lecture, three hours laboratory each week.

1:12. WOOD WORKING *Two semesters, 4 hours*

The study of hand and machine tools, joinery and proper methods of cabinet making. Wood turning and finishing. Opportunity to make projects of your choice. One hour lecture, three hours laboratory each week.

*Not offered 1961-62.

77:78. ARCHITECTURAL DRAWING *Two semesters, 4 hours*

Prerequisite: Industrial Arts 1:2, or a beginning course in mechanical drawing. A survey of the field in its various phases and the acquisition of a working knowledge of technique, symbols, materials, plan reading, tracing, and blue-printing. One hour lecture and three hours laboratory each week.

*79:80. CARPENTRY *Two semesters, 6 hours*

Instruction and practice in blueprint reading, building layout, foundations, wood framing, finish carpentry, floors, ceilings and walls, roof coverings, protective finishes, new methods of construction and latest building materials. A basic tool kit is required. One hour lecture and six hours laboratory each week.

COURSES IN GRAPHIC ARTS

17:18. FUNDAMENTALS OF GRAPHIC ARTS *Two semesters, 6 hours*

A study of the common processes of the graphic arts involving typesetting, hand and machine composition, presswork with special consideration for proper grouping and spacing of jobs, layout and design.

67. PROOFREADING AND PROOFROOM TECHNIQUES *First semteser, 2 hours*

A survey of the fundamentals of proofreading and copy preparation, the study of rules and practices regarding book, magazine, and newspaper publishing, and job work. Includes on-the-job practice in handling actual proofroom problems. Open to men and women. Credits for this course can be applied on an English major.

MISCELLANEOUS COURSES

*133:134. ADVANCED CABINET AND FURNITURE MAKING *Both semesters, 4 hours*

Prerequisite: Industrial Arts 11 and 12 or equivalent.
One hour lecture, three hours laboratory each week.

*191:192. ADVANCED ARCHITECTURAL DRAWING *Both semesters, 4 hours*

Prerequisite: Industrial Arts 77, 78 or equivalent.
Students will be expected to work out for a full-sized structure a complete set of plans, details, specifications, bill of materials and labor, and total costs. The structure will be designed by the student.

*103:104. ADVANCED MECHANICAL DRAWING *Both semesters, 4 hours*

Prerequisite: Mechanical Drawing 1,2 or equivalent.
Emphasis will be placed on drawing parts of machinery, assembly drawings, using orthographic projection, isometric, oblique, perspective, and free hand sketching.

31. PRACTICAL HOME ARTS *First semester, 2 hours*

A course designed to prepare teachers in methods and materials used in teaching home mechanics and crafts. Important to all elementary teachers for teaching vocational subjects. One hour lecture, three hours laboratory each week.

32. PRACTICAL HOME GARDENING AND LANDSCAPING *Second semester, 2 hours*

This course will also include school gardening on the elementary level. Special attention will be given to gardening, landscaping, soil building, fertilizers, horticulture, and organic gardening. One hour lecture, three hours laboratory each week.

*Not offered 1961-62.

BUSINESS ADMINISTRATION

"Not one business man now connected with the cause needs to be a novice. Men of promise in business lines should develop and perfect their talents by most thorough study and training. They should be encouraged to place themselves where, as students, they can rapidly gain a knowledge of right business principles and methods."—*Testimonies to the Church,* Vol. 7, page 248.

Bachelor of Arts With a Major in Business Administration

COURSE REQUIREMENTS

MAJOR	32 hours
Including 31:32; 61:62; 71, 72 and fourteen hours of upper biennium credit in economics and business courses selected with the assistance of the advisor.	
MINOR	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
Foreign Language	6-14 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science	12 hours
Typewriting 14 or equivalent	2 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Bachelor of Science with a Major in Accounting

COURSE REQUIREMENTS

MAJOR	45 hours
Including 31:32; 55, 56; 61:62; 71, 72; 102; 112; 131:132; 160; 171, and six hours elective credits in accounting, general business or economics courses chosen with the assistance of the advisor. Students interested in preparing for the	

C.P.A. examinations may wish to elect 191, 192 —C.P.A. Review Problems.

MINOR	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science	12 hours
Secretarial 14 (or equivalent), 76	4 hours

Electives—sufficient to make a four-year total of 128 semester hours.

Students who wish to teach and be certified in General Business should follow the teacher-training program as noted on page 69.

MINOR: A minor in Business and Economics requires eighteen hours, including Accounting 31:32 and Economics 71, 72.

ACCOUNTING

11. SECRETARIAL ACCOUNTING *First semester, 3 hours*

A study of the fundamental principles of accounting as applied to mercantile and personal service enterprises. Two types of personal service enterprises are taken up, namely, professional and business. This course is specifically designed to meet the needs of the secretarial and clerical students. Two hours lecture, three hours laboratory, each week.

31:32. PRINCIPLES OF ACCOUNTING *Two semesters, 6 hours*

A course in the fundamentals of accounting theory.

61:62 INTERMEDIATE ACCOUNTING *Two semesters, 6 hours*

Prerequisite: Accounting 31:32.

Accounting principles and theory. Preparation of statements. Intensive study and analysis of the classification and evaluation of balance sheet accounts. Two hours lecture, three hours laboratory each week.

*67. PRINCIPLES OF DENOMINATIONAL ACCOUNTS AND RECORDS *First semester, 2 hours*

A course designed to acquaint the student with the accounting and financial records of Seventh-day Adventist denominational institutions, including local churches, conferences, academies, book and Bible houses and sanitariums. Credit will not apply on a major in the Business area.

*Not offered 1961-62.

Home Management Class Entertains →



*102. COST ACCOUNTING *Second semester, 3 hours*

Prerequisite: Accounting 61.
The general principles of job order and process cost accounting, including the control of burden. Standard costs and budgets are given attention.

112. ADVANCED ACCOUNTING *Second semester, 3 hours*

Prerequisite: Accounting 61:62.
Consideration of problems concerned with consolidated financial statements, partnerships, businesses in financial difficulty, estates and trusts.

*131:132. GOVERNMENTAL ACCOUNTING *Two semesters, 4 hours*

Prerequisite: Accounting 61:62.
A course designed to show and explain the accounting principles and procedures applicable to both state and local governments, including counties, townships, cities and villages, school districts, and certain institutions such as hospitals, colleges and universities.

160. AUDITING *Second semester, 3 hours*

Prerequisite: Accounting 61:62.
Accepted standards and procedures applicable to auditing and related types of public accounting work.

171. FEDERAL INCOME TAXES *First semester, 4 hours*

Prerequisite: Accounting 31:32.
This course of study is designed to provide a comprehensive explanation of the Federal Tax structure, and to provide training in the application of the tax principles to specific problems. The attention of the student is directed mainly to those taxes applicable to the Federal Government, which includes the Income Tax, Social Security, Estate and Gift Tax. Mention is made of state and local taxes applicable to the State of Tennessee.

*182. ACCOUNTING SYSTEMS *Second semester, 2 hours*

Prerequisites: Accounting 61, 102.
A study of the problems involved in the design and installation of accounting systems, including the systematizing and detailing of clerical departments of a business. Accounts, forms, reports, charts, and other materials needed will be prepared.

191, 192. C.P.A. REVIEW PROBLEMS *Two semesters, 6 hours*

Prerequisite: By permission of instructor.

Includes a study of accounting theory as exemplified by the accounting research bulletins of the American Institute of Certified Public Accountants.

ECONOMICS AND GENERAL BUSINESS COURSES

*55, 56. BUSINESS LAW *Two semesters, 4 hours*

The nature and social functions of law; social control through law; the law of commercial transactions and business organization.

*Not offered 1961-62.

← Laboratory class in Foods and Nutrition

71, 72. PRINCIPLES OF ECONOMICS *Two semesters, 6 hours*

A survey course in the fundamentals of economics; the institutions, forces, and factors affecting production, evaluation, exchange, and distribution of wealth in modern society.

*82. STATISTICS *Second semester, 3 hours*

Prerequisite: Mathematics 11 or permission of instructor.
A general survey of the field of statistical procedures and techniques, with major emphasis upon the use and interpretation of statistical data and the mechanics of computation.

129, 130. MARKETING *Two semesters, 4 hours*

Prerequisite: Economics 71 required and 72 recommended.
The first semester includes fundamentals, and emphasis is on the retailing area of marketing. The second semester is largely concerned with personal selling in the marketing area.

*137. SALESMANSHIP *First semester, 2 hours*

A study of the principles underlying the personal selling process in relation to modern sales practices.

*138. ADVERTISING *Second semester, 2 hours*

Prerequisite: Economics 71
Salesmanship principles as applied to advertising. Analysis and preparation of various types of advertising. Study of advertising media. Principles of advertising campaign organization.

*139. MONEY AND BANKING *First semester, 3 hours*

Prerequisite: Economics 71, 72.
Mediums of exchange, money and credit, banks and their services, the Federal Reserve System, and other financial institutions are considered.

141. BUSINESS AND OFFICE MANAGEMENT *First semester, 3 hours*

Major emphasis is placed on application of business management principles to the problems of the small business man and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.

142. BUSINESS POLICY AND MANAGEMENT *Second semester, 3 hours*

An analysis of business policies viewed from the standpoint of the functional characteristics of management processes and current ethics.

147. PERSONNEL ADMINISTRATION *First semester, 3 hours*

An introduction to the organization, training, motivation, and direction of employees with a view to maintaining their productivity and morale at high levels. Among topics covered are: selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership.

*152. BUSINESS FINANCE *Second semester, 3 hours*

Prerequisite: Accounting 61:62.
A study of the fundamental principles of financial organization. Emphasis on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization.

*175. BUSINESS ADMINISTRATION PROBLEMS *First semester, 2 hours*

A seminar course in management problems including budgets and financial reports.

*Not offered 1961-62.

SECRETARIAL SCIENCE

The courses in this area of study are designed to prepare young men and young women for work as office secretaries primarily in denominational institutions and for office work in general.

Bachelor of Science With a Major in Secretarial Science

COURSE REQUIREMENTS

MAJOR (Secretarial Science)	30 hours
Including 40; 51; 55; 56; 63; 64; 72; 76; 109 or 112; 127 or 128; 141; 146. Courses 9, 10, 13, 14 do not apply toward this major.	
MINOR	18 hours
Business Administration 11 or 31:32; 55, 56; 71, 72	13 hours
Education—Psychology 51	3 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Science—Mathematics	12 hours
Religion	12-16 hours
Social Science 53, 54	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Bachelor of Science With a Major in Medical Secretarial Science

COURSE REQUIREMENTS

MAJOR (Secretarial Science)	38 hours
Including 40, 51, 55, 56, 58; 63, 64; 73, 76, 77, 78, 128, 136, 141, 146, 177, 178. Courses 9, 10, 13, 14 do not apply toward this major.	
MINOR	18 hours
Business Administration 11 or 31:32; 55, 56; 71, 72	13 hours
Education—Psychology 51	3 hours
English 1-2	6 hours

Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
Health 22; P.E. 7, 8	3 hours
Natural Sciences—Biology 11:12; 22	12 hours
Religion	12-16 hours
Social Science 53, 54	8 hours

Electives—sufficient to make a four-year total of 128 semester hours.

Two-year Diploma Requirements in Secretarial Science

COURSE REQUIREMENTS

Secretarial Science: 9†, 10†, 13†, 14†, 40, 51, 55, 56; 63, 64; 72, 76	32 hours
Business Administration 11 or 31:32	3 hours
Education—Psychology 51	3 hours
English 1-2	6 hours
Fine Arts 60 or 61	2 hours
P.E. 7, 8	1 hour
Religion	6 hours
Social Science	2 hours

Electives—sufficient to make a two-year total of 64 semester hours.

Two-year Diploma Requirements in Medical Secretarial Science

COURSE REQUIREMENTS

Secretarial Science: 9†, 10†, 13†, 14‡, 40, 51, 55, 56, 58; 63, 64; 73, 76, 77, 78	36 hours
Biology 11, 12	6 hours
Business Administration 11 or 31:32	3 hours
Education—Psychology 51	3 hours
English 1-2	6 hours
Fine Arts 60 or 61 required	2 hours
Health 22; P.E. 7, 8	3 hours
Religion	6 hours
Social Science	2 hours

Electives sufficient to make a two-year total of 64 semester hours.

†This requirement may be met by having high school equivalents.

SECRETARIAL SCIENCE MINOR: Eighteen hours. Required courses: Secretarial Science 55, 56, or equivalent, 63, 64, and 72. Secretarial Science 9, 10, 13, 14, do not apply.

MEDICAL SECRETARIAL SCIENCE MINOR: Eighteen hours. Required courses: Secretarial Science 55, 58, or equivalent, 63, 64, and 73. Secretarial Science 9, 10, 13, 14 do not apply.

9. SHORTHAND *First semester, 4 hours*
Prerequisite: Secretarial Science 13 must be taken concurrently with this course unless the student has had the equivalent.
Fundamental principles of Gregg Shorthand simplified. Five class periods each week.

10. SHORTHAND *Second semester, 4 hours*
Prerequisite: Secretarial Science 9, or equivalent to one unit of high school shorthand. Secretarial Science 14 must be taken concurrently with this course unless the student has had the equivalent. 70 words a minute required. Five class periods each week.

13. TYPEWRITING *First semester, 2 hours*
Five class periods each week. One hour laboratory a week is required. Students who have had ½ unit of high school typewriting may receive 1 hour. Teacher to be consulted for entrance date. 35 words a minute required.

14. TYPEWRITING *Second semester, 2 hours*
Prerequisite: Secretarial Science 13, or equivalent of one unit of high school typewriting. Five class periods each week. One hour laboratory a week is required. 50 words a minute required.

20. CLERICAL PRACTICE *Second semester, 3 hours*
A course designed to develop office initiative and efficient service. The student will learn to perform work related to office machines, voice transcription, mailing, telephoning, and meeting callers as well as personality development, good grooming, and etiquette. Three class periods and two hours laboratory each week.

40. FILING *Either semester, 2 hours*
A course in the theory and practice of modern systems of filing.

51. VOICE TRANSCRIPTION *Either semester, 1 hour*
Prerequisites: Secretarial Science 14; permission.
A course in the operating of voice-writing equipment with emphasis on mailable transcriptions. Three laboratory hours each week.

55. INTERMEDIATE SHORTHAND *First semester, 3 hours*
Prerequisite: "C" standing in Secretarial Science 10; simultaneous registration, Secretarial Science 63. Four class periods each week. 90-100 words a minute required.

56. INTERMEDIATE SHORTHAND *Second semester, 3 hours*

Prerequisite: Secretarial Science 55 or equivalent; simultaneous registration, Secretarial Science 64. Four class periods each week. 100-120 words a minute required.

58. MEDICAL SHORTHAND *Second semester, 3 hours*

Prerequisite: Secretarial Science 55, 56 or equivalent and a speed of 120 words a minute, simultaneous registration, Secretarial Science 64.
A study of shorthand outlines for medical terms—their pronunciation, their spelling, and their meaning. Four class periods each week.

63. SECRETARIAL TYPEWRITING AND TRANSCRIPTION *First semester, 2 hours*

Prerequisite: Secretarial Science 14 or two units of high school typewriting. Simultaneous registration, Secretarial Science 55.
A course in rapid transcription from shorthand notes. Emphasis is also placed on special letter-writing problems, tabulation, manuscripts. Five class periods each week. One practice period is required.

64. SECRETARIAL TYPEWRITING AND TRANSCRIPTION *Second semester, 2 hours*

Prerequisite: Secretarial Science 63; Simultaneous registration, Secretarial Science 56 or 58.
Mailable transcripts. Special attention given to practice in preparing typewritten outlines, reports, theses, and bibliographies. Five class periods each week. One practice period is required. 60 words a minute required.

72. SECRETARIAL DEVELOPMENT *Second semester, 2 hours*

Prerequisite: Ten hours of Secretarial Science, or the consent of the instructor.
A study of business ethics, procedures, and techniques used by the secretary.

73. MEDICAL SECRETARIAL DEVELOPMENT *First semester, 3 hours*

Prerequisite: Ten hours of Secretarial Science, or the consent of the instructor.
A course to prepare students to take care of the specialized duties in a physician's office.

76. BUSINESS MACHINES *Either semester, 2 hours*

Prerequisite: Secretarial Science 13, or equivalent.
The theory of and practice in the use of the following office machines: key-driven and rotary calculators, full keyboard and ten-key adding listing machines, stencil, and direct-process duplicators. Six hours laboratory each week.

77. LABORATORY SERVICE AND OFFICE NURSING *First semester, 2 hours*

Prerequisite: Ten hours of Secretarial Science or the consent of the instructor.
This course is designed to give instruction in office nursing techniques; such as sterilization, hypodermics, medicines, contagious diseases, preparing patients for examination, and doing simple laboratory tests. One class period and two hours laboratory each week.

78. CLINICAL OFFICE PRACTICE *Second semester, 1 hour*

Prerequisites: Secretarial Science 73 and 77.
This course is based on supervised practice in handling actual medical office routine. Three hours of laboratory work each week.

109. SHORTHAND REPORTING *First semester, 3 hours*

Prerequisite: Twelve hours of Secretarial Science (including courses 55, 56, 63, and 64 or equivalent). Must be enrolled concurrently in Secretarial Science 127.

Rapid dictation of congressional and other technical materials. 130-140 words a minute required.

*112. DENOMINATIONAL REPORTING *Second semester, 3 hours*

Prerequisite: Twelve hours of Secretarial Science (including courses 55, 56, 63, and 64, or equivalent). Must be enrolled concurrently in Secretarial Science 128.

127. ADVANCED TRANSCRIPTION *First semester, 1 hour*

Prerequisite: Twelve hours of Secretarial Science (including courses 55, 56, 63, and 64, or equivalent). Must be enrolled concurrently in Secretarial Science 109 or 136.

*128. ADVANCED TRANSCRIPTION *First semester, 1 hour*

Prerequisite: Twelve hours of Secretarial Science (including courses 55; 56; 63; 64; or equivalent). Must be enrolled concurrently in Secretarial Science 112 or 136.

*136. ADVANCED MEDICAL DICTATION *Second semester, 3 hours*

Prerequisite: Twelve hours of Secretarial Science (including courses 55, 58, 63, or 64, or equivalent). Must be enrolled concurrently in Secretarial Science 128.

A course emphasizing medical terminology and continuation of special medical dictation of technical case histories, medical news articles, and lectures.

141. BUSINESS AND OFFICE MANAGEMENT *First semester, 3 hours*

Major emphasis is placed on application of business management principles to the problems of the small business man and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.

146. BUSINESS COMMUNICATION *Second semester, 3 hours*

Prerequisite: English 1-2.

A study and application of the modern practices in oral and written business communication. Accuracy in grammar, spelling, and punctuation, and the writing of well-knit sentences and clear paragraphs are taught as a means of effective expression in business-letter writing.

151. ADVANCED OFFICE MACHINES *First semester, 1 to 3 hours*

A course designed for students who wish to specialize on particular office machines. One class period and three hours laboratory a week for each semester hour of credit.

174. APPLIED SECRETARIAL PRACTICE *Either first or second semester, 1 to 3 hours*

Prerequisite: For secretarial science majors and prospective business teachers. This course is based on an activity program which provides practical experience in representative types of office situations.

---

*Not offered 1961-62.

*177. MEDICAL SECRETARIAL PROCEDURES *First semester, 2 hours*
Prerequisites: Secretarial Science 73, 77, and 78, or equivalent.
A course designed to prepare students for advanced duties in a clinical office or hospital office.

178. MEDICAL WORK EXPERIENCE *Second semester, 2 hours*
This course is designed to give actual medical secretarial experience before the graduate is called upon for professional performance. To be taken either off or on the campus.

181. SECRETARIAL PROBLEMS *Either first or second semester, 1 or 2 hours*
Prerequisite: Open only to seniors majoring in Secretarial Science.
Problems are assigned according to the experience and interests of the student.

185. MATERIALS AND METHODS IN TEACHING SECRETARIAL SCIENCE *First semester, 1-3 hours*
A study of the specialized methods and procedures, observation, and demonstration of teaching techniques in shorthand, typewriting, or bookkeeping.

One-year Course in Clerical Training

COURSE REQUIREMENTS

Secretarial Science: 13, 14, 20, 40	9 hours
Business Administration 11	3 hours
English 1, 2	6 hours
Religion	4 hours
Psychology 51	3 hours
Speech 5	2 hours
Physical Education	1 hour
Electives	4 hours

This one-year course in Clerical Training is designed to prepare students from the secondary schools for general office work. The student will receive training in the use of voice-writing machines, adding machines, and duplicating machines.

A certificate will be given upon completion of this course.

*Not offered 1961-62.

COMMUNICATION ARTS

CLYDE G. BUSHNELL, *Chairman;* OTTO CHRISTENSEN, OLIVIA DEAN, EILEEN DROUAULT, GORDON HYDE, EVLYN LINDBERG, *GORDON MADGWICK, ANN PARRISH, WILLIAM TAYLOR, MYRTLE WATROUS, OLIVE WESTPHAL.

ENGLISH

MAJOR: A major in English shall consist of 34 hours, including Freshman Composition, four hours of Communications, Survey of American Literature, Survey of English Literature and Advanced Grammar. In addition, English History or its equivalent is required. Students planning to teach are strongly urged to take Problems in the Teaching of Reading and the course Directed Observation and Teaching. See p. 67 for certification requirements.

MINOR: A minor in English requires 21 semester hours, including Freshman Composition, Survey of American Literature, and Advanced Grammar.

Bachelor of Arts With a Major in English

COURSE REQUIREMENTS

MAJOR (English)	34 hours
Including: See paragraph above.	
MINOR in Education recommended	18 hours
Fine Arts 60 or 61 required	4 hours
Foreign Language	6-14 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science	12 hours
Applied Arts	4 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

1-2. FRESHMAN ENGLISH *Two semesters, 6 hours*

Admission to English I depends upon the student's satisfactory performance in the entrance examination sections on mechanics and effectiveness of expression. No grade will be given for Freshman Composition unless the

*On leave, 1961-62.

student has achieved a satisfactory score in reading speed and comprehension. See the 01 and 02 courses below. A student failing the first semester will not be permitted to continue with the second semester.

01. BASIC GRAMMAR *First semester, 1 hour elective credit*

Students whose scores on the English placement tests indicate definite weakness in mechanics and effectiveness of expression are required to register for this class. Concurrent registration in Freshman Composition will be temporary until such a time as the student proves, either by his work or by subsequent placement tests, his ability to master basic grammar. Repetition of the course will be required of anyone who fails the first semester, and if enrolled in Freshman English the student may not continue with the second semester.

02. READING TECHNIQUES *Either semester, 1 hour elective credit*

At least one semester of Reading Techniques is required of all students who do not reach the standard set for the reading section of the freshman placement tests.

20-21. ADVANCED FRESHMAN ENGLISH *Two semesters, 6 hours*

A course designed for those students whose placement tests indicate a mature grasp of the fundamentals of English grammar and composition. In such cases it substitutes for English 1-2.

51, 52. SURVEY COURSE IN AMERICAN LITERATURE *Two semesters, 4 hours*

A study of the chief poets and prose writers in America from pre-Columbian times to the present. Attention is directed to the literary achievements of the Indians, the Spanish Conquistadors, and the writings of the early missionaries on the frontier.

61, 62. SURVEY COURSE IN ENGLISH LITERATURE *Two semesters, 4 hours*

A study of the chief British writers from Beowulf to the present.

53. JOURNALISM — NEWS *One semester, 2 hours*

Relation of the press to society and world events. Practice in news writing and general reporting of church, school, and other activities for the public press. Personal interviews. Feature stories. Revision and correction of articles submitted.

54. JOURNALISM — COPYREADING *One semester, 2 hours*

This course deals with the writing techniques and editing that are required of editors of newspapers, magazines and denominational periodicals. Instruction will be given in preparing manuscripts and seeing through the various aspects of printing.

101, 102. MASTERPIECES OF LITERATURE *Two semesters, 4 hours*

This is an introduction to great literature and is designed to fit the needs of the general Seventh-day Adventist college student. The year is spent in careful reading of the great writings from many countries.

109. CHILDREN'S LITERATURE *First semester, 2 hours*

The course places special emphasis upon the selection and presentation of literature suitable for children and offers opportunity to examine many types of books for children.

123. ADVANCED GRAMMAR *First semester, 3 hours*

A course devised to help prospective teachers and writers understand the structure of the English language and further develop their powers of analysis.

124. CREATIVE WRITING *Second semester, 3 hours*
Designed to follow 123 and provide the student with a training which will enable him to write for publication.

*127. BIBLICAL LITERATURE *First semester, 3 hours*
A study of the types of literature in the English Bible, particularly emphasizing passages of outstanding literary genius and grandeur.

*135. HISTORY OF THE ENGLISH LANGUAGE *First semester, 3 hours*
A non-technical treatment of the periods of development of the language with special attention given to word study and vocabulary building.

*140. ELIZABETHAN LITERATURE *Second semester, 3 hours*
A study of the major English writers of the Elizabethan age.

*142. MILTON *Second semester, 3 hours*
The poetry and prose of this outstanding Puritan writer.

147. THE ROMANTIC MOVEMENT *First semester, 3 hours*
Historical and philosophical background of the period, changing attitudes in life and literature. Poets from Wordsworth to Keats. Prose writers from Lamb to Macaulay.

148. THE VICTORIAN PERIOD *Second semester, 3 hours*
Continuation of 147. Poets from Tennyson to Kipling, and prose writers from Carlyle to Stevenson.

161. SPECIAL PROBLEMS IN ENGLISH *Either semester, 1 or 2 hours*
The content of this course will be adjusted to meet the particular needs of the individual student. Open only to English majors, or minors with the approval of the department head.

COMMUNICATIONS

The age of mass media of communications has brought to increasing prominence the academic field of Communications. To provide students with a broad general background upon which later specialization can be built, a strong selection of courses has been drawn together from a number of academic areas to constitute a Major in Communications. The offerings have been drawn largely from Journalism, Public Relations, and Speech. These in turn are undergirded with a widely-based Arts program in the freshman and sophomore years particularly. This is in conformity with the prevailing broad cultural emphasis which is being given in departments of Communications.

Graduates with a Baccalaureate Degree in Communications, as outlined below, will be adequately equipped for positions in the editorial and public relations offices of the denomination, or to proceed with a

*Not offered 1961-62.

program of graduate work in Speech or Journalism with a view to teaching on one of the several educational levels.

Bachelor of Arts With a Major in Communications

COURSE REQUIREMENTS

MAJOR (Communications)	30 hours
Including: Speech 5:6; 76; 113; 117; Journalism 53, 54; 143:144; Public Relations 166; English 124.	
MINOR (English [21 hours], Social Science, Religion, Business recommended)	18 hours
English 1-2	6 hours
Literature 51, 52	4 hours
Foreign Language	6-14 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Science—Mathematics (Electronics 81 recommended)	12 hours
Religion	12-16 hours
Applied Theology 73	2 hours
Social Science 1, 2 and 53, 54	12 hours
Business Administration, Economics 71; 137; 138	7 hours
Vocational	7 hours
Typing 13 (or 1 year of high school typing) Fundamentals of Graphic Arts 17 Proofreading 67	
Electives—sufficient to make a four-year total of 128 semester hours.	

(Recommended: General Psychology, 51; World Geography, 142; History of the South, 148; International Relationships, 162; American Government 115.)

JOURNALISM

53. NEWS *One semester, 2 hours*

Relation of the press to society and world events. Practice in news writing and general reporting of church, school, and other activities for the public press. Personal interviews. Feature stories. Revision and correction of articles submitted.

54. COPYREADING *One semester, 2 hours*

This course deals with the writing techniques and editing that are required of editors of newspapers, magazines, and denominational periodi-

cals. Instruction will be given in preparing manuscripts and seeing them through the various phases of printing.

43:144. HISTORY AND PRINCIPLES OF JOURNALISM *Two semesters, 6 hours*
The course is a survey of the history of the great newspapers and journalists in the United States. Particular emphasis is given to ethics in journalism.

PUBLIC RELATIONS

56. PUBLIC RELATIONS *Second semester, 3 hours*
Designed to give professional competence in the theory and practice of public relations, the course is a study of the plans and methods of disseminating news from business establishments and from institutions through all the media of communications.

SPEECH

The course offerings in Speech are intended not only for students who may be specializing in Communications, but they are designed to be of practical value as "service" courses to students from all areas of the College. It is assumed that any graduate of a liberal arts college will desire to develop his ability to express his convictions clearly, logically and persuasively. To serve this wider need the courses in Fundamentals and in Voice and Diction (Speech 5:6 and 63) may be entered without prerequisite. The courses in Oral Interpretation and Elements of Radio and TV may be entered with the consent of the instructor and with the appropriate academic standing. The courses in Persuasion, in Discussion and in Homiletics call also for Speech 5:6 as a *prerequisite.*

MAJOR: While no major is offered in Speech itself, it is now possible for a student especially interested in the Speech field to major in Communications. This major is strong in Speech offerings, and may well prove a more balanced, more practical degree than one which concentrates on Speech alone.

MINOR: Whereas it is still possible for a student to build a minor of eighteen hours in speech, it is recommended that it be built rather in Communications. With the wider range of offerings in that area, no student should experience difficulty in arranging his course program to include such a minor.

5:6. FUNDAMENTALS OF SPEECH *Two semesters, 4 hours*
Establishment of a basic approach to speech, an elementary survey of the whole area, and an opportunity to develop speaking ability in various speech situations.

64. ORAL INTERPRETATION *Second semester, 2 hours*
Theory and practice in the art of conveying to others the full meaning of selected readings, secular and sacred. Special needs of teachers and ministers considered.

76. ELEMENTS OF RADIO AND TV *Second semester, 3 hours*
An introduction to the media of radio and television and the development of basic skills in the preparation and presentation of various types of programs.

*113. THE PSYCHOLOGY OF PERSUASIVE SPEECH *First semester, 3 hours*
Prerequisite: Speech 5:6.
A study and development of the art of discovering all the available means of persuasion in a variety of communication situations, both religious and secular.

117. DISCUSSION AND LEADERSHIP *First semester, 3 hours*
Prerequisite: Speech 5:6.
Analysis of the role of discussion in modern society and the church, and development of the attitudes and skills essential to its useful practice.

119, 120. HOMILETICS AND PULPIT DELIVERY *Two semesters, 4 hours*
Prerequisite: Speech 5:6.
Training in the preparation and delivery of the various types of talks and addresses the Christian worker or preacher is called upon to present.

140. SPECIAL PROJECTS IN SPEECH *Two semesters, 1 hour*
The content of this course will be adjusted to meet the particular needs of the individual student who is working toward a major or minor in Communications, or toward a minor in Speech.

BIBLICAL LANGUAGE AND LITERATURE

MINOR REQUIREMENT: A minor in Biblical Languages may be obtained by 18 hours in Greek or with 14 hours of Greek plus 6 hours of Hebrew.

GREEK AND HEBREW

31-32. ELEMENTS OF NEW TESTAMENT GREEK *Two semesters, 8 hours*
A study of the grammar and syntax of the vernacular *koine* Greek of New Testament times, with readings in the Epistles of John.

101, 102. INTERMEDIATE NEW TESTAMENT GREEK *Two semesters, 6 hours*
A course in translation of readings from the Gospel of John and Revelation, with vocabulary building, advanced studies in grammar and syntax, with exegetical interpretation of the original text.

121-122. BEGINNING HEBREW *Two semester, 6 hours*
The elements of Hebrew grammar, including the vowel system, vocabulary, writing, and selected reading from the Old Testament.

GERMAN

MINOR: The German minor consists of eighteen hours.

21-22. BEGINNING GERMAN *Two semesters, 8 hours*
A foundation course in grammar, pronunciation, and reading. Not open to

*Not offered 1961-62.

students who have had two years of German in secondary school.

83-84. INTERMEDIATE GERMAN *Two semesters, 6 hours*
Prerequisite: German 21-22 or two years of German in secondary school. Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises.

*127:128. GERMAN CONVERSATION AND COMPOSITION *Two semesters, 4 hours*
Prerequisite: German 21-22.
Development of skill in speaking, understanding and writing idiomatic German.

141:142. SURVEY OF GERMAN LITERATURE *Two semesters, 4 hours*
Prerequisite: German 83-84.
History and development of German literature; reading of representative works; collateral reading and reports.

*151, 152. GERMAN POETRY *Two semesters, 4 hours*
Study of versification and the outstanding poets and their writings in the different periods of German literature.

SPANISH

Bachelor of Arts With a Major in Spanish

COURSE REQUIREMENTS

MAJOR (Spanish)	30 hours
Including 1-2; 93-94; subsequent courses will be determined in consultation with the department head.	
MINOR	18 hours
English 1-2	6 hours
Literature	4 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science 145, 146	12 hours
Applied Arts	4 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

MINOR: A minor in Spanish consists of 18 hours.

1-2. BEGINNING SPANISH *Two semesters, 8 hours*
A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of Spanish in secondary school.

93-94. INTERMEDIATE SPANISH *Two semesters, 6 hours*
Prerequisite: Spanish 1-2 or two years of Spanish in secondary school.
Advanced grammar; intensive and extensive reading of moderately difficult Spanish texts, oral and written exercises. Not open to Spanish speaking persons with three credits in Secondary Spanish.

*Not offered 1961-62.

*101, 102. SURVEY OF SPANISH LITERATURE *Two semesters, 4 hours*
Prerequisite: Spanish 93-94.
History and development of Spanish-American literature; reading of representative works.

105, 106. SURVEY OF SPANISH-AMERICAN LITERATURE *Two semesters, 4 hours*
Prerequisite: Spanish 93-94.
History and development of Spanish-American literature; reading of representative works.

117:118. SPANISH CONVERSATION AND COMPOSITION *Two semesters, 4 hours*
Prerequisite: Spanish 93-94.
(Not open to Latin-American nationals.)
Development of skill in speaking, understanding, and writing idiomatic Spanish.

*145-146. THE GOLDEN AGE OF SPANISH LITERATURE *Two semesters, 4 hours*
Prerequisite: Spanish 93-94.
A study of the classical period of Spanish literature.

*161-162. SPANISH POETRY *Two semesters, 4 hours*
Prerequisite: Spanish 101:102.
Study of Spanish versification, selected reading from Spanish and Spanish-American authors.

*165, 166. ADVANCED SPANISH PROSE *Two semesters, 6 hours*
Prerequisite: Spanish 101:102.
Extended reading from great authors of Spain and Spanish-America.

179. PROBLEMS IN SPANISH *Either semester, 2 hours*
Open to majors, or minors with permission.

FRENCH

*1-2. BEGINNING FRENCH *Two semesters, 8 hours*
A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of French in a secondary school

73-74. INTERMEDIATE FRENCH *Two semesters, 6 hours*
Prerequisite: French 1-2 or two years of French on the secondary level. Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises.

LIBRARY SCIENCE

93, 94. THE USE OF BOOKS AND LIBRARIES *Two semesters, 4 hours*
Teaches the standard practices in all libraries and the organization of the college library in particular. Provides acquaintance with the best books (both reference and general) in the various fields of knowledge. Improves scholarship through a knowledge of how to do research.

95. LIBRARY ADMINISTRATION *First semester, 2 hours*
Designed to impart a practical knowledge of how to organize and administer a library; how to select, acquire, and catalog books; and how to relate the library to the needs of the pupils. Lectures and laboratory practice in the college library.

*Not offered 1961-62.

Women's Residence Hall room facilities →



EDUCATION - PSYCHOLOGY - HEALTH

K. M. KENNEDY, *Chairman;* J. M. ACKERMAN, JOSEPH B. COOPER, CYRIL DEAN, OLIVIA B. DEAN, MARIAN KUHLMAN, NELLIE JO WILLIAMS, E. T. WATROUS.

The courses offered in this division are both "content" courses of interest to all and specialized courses of greatest value to teachers and other professional workers.

The offerings in Psychology are all content courses.

BACHELOR OF SCIENCE IN TEACHER EDUCATION
(Elementary and Secondary)

A student who wishes to follow a career of teaching in Seventh-day Adventist schools or in the public school system on either the elementary or secondary level should enroll in the four-year curriculum leading to the Bachelor of Science Degree. The curriculum has been planned to enable a student looking forward to teaching to obtain state, as well as denominational certification. The program requires a General Education core of studies and a Professional Education core. Students planning to teach, whether on the elementary or on the secondary level, all take this core curriculum and then specialize in the respective areas.

The Collegedale Elementary School, the Collegedale Academy and public elementary and secondary schools of the Collegedale area serve as laboratory schools for students preparing to teach, affording a rich opportunity for observation and student teaching.

For admission without deficiency, entrance units as indicated on page 36 must be presented. General requirements for students who desire a degree from Southern Missionary College are listed on pages 36-38. In addition, it is expected that students planning on teaching should show seriousness of purpose in order to be admitted to this curriculum.

A student who wishes to receive the Bachelor of Arts Degree must fulfill the entrance requirements for a B.A. as listed on page 36, and he must use his electives in such a way as to have one of the majors listed on page 33 and fulfill the foreign language requirement.

MINOR: A minor in education requires a minimum of 18 semester hours (24 semester hours are needed for State of Tennessee certification), and 20 semester hours are needed for denominational certification.

It is recommended that the following professional courses be included: 5 (for elementary teachers only), 51, 142. These courses are required: 21; 112; 133 or 135 and 136; 171, 172 or 173, 174, and 191.

NOTE: At least two semester hours of student teaching must be completed under the supervision of Southern Missionary College by candidates for degrees, regardless of the amount of similar credits received elsewhere. A computed minimum of four to eight hours is required for recommendation for certification.

Bachelor of Science Degree in Secondary Teacher Education

COURSE REQUIREMENTS

Professional Education	26 hours
Including: 21; 51; 112; 135; 136; 142; 173, 174; 191; and (107, 150, or 180).	
English 1-2	6 hours
Speech	2 hours
Literature	4 hours
Natural Science	12 hours
Mathematics 1	2 hours
Social Science (Two fields represented)	12 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8 and Social Science 82	6 hours
Religion	12-16 hours
Applied Arts	4 hours
Electives—to be used to complete two content areas for teaching and sufficient to make a four-year total of 128 semester hours.	

Bachelor of Science in Elementary Teacher Education

COURSE REQUIREMENTS

Professional Education	32 hours
Including 5, 21, 51, 71, 107, 112, 133, 142, 171, 172, 192.	
English 1-2	6 hours
Speech	2 hours
Literature 52, 109	4 hours
Fine Arts—Art 27, 28, Elem. School Music 65-66	6 hours
P.E. 7, 8; Health 22	12 hours
Including Social Science 82.	
Natural Science—Biology 9, Chemistry 5, and Physics 2	12 hours

Mathematics 1, 2 ..... 4 hours
Religion ..... 12-16 hours
Social Science 142; 148 ..... 12 hours
Applied Arts (Industrial Arts 31; 32 recommended) ..... 4 hours
Electives—sufficient to make four-year total of 128 semester hours.

GENERAL EDUCATION CORE REQUIRED FOR TENNESSEE CERTIFICATION GRADES 1-12

The General Education Core shall consist of not less than 40 semester hours. Five of the six areas described below in a recommended distribution must be included.

a. COMMUNICATION ..... 6 semester hours
This area includes experiences in effective reading, writing, speaking, and listening.

b. HEALTH, PHYSICAL EDUCATION, PERSONAL DEVELOPMENT, AND HOME AND FAMILY LIVING ..... 6 semester hours
This area includes experiences from the fields of health, physical education, personal development, and home and family living. Two fields must be represented as a minimum.

c. HUMANITIES ..... 8 semester hours
This area includes literature, foreign languages beyond the first college year, art, music, philosophy, religion. Three fields must be represented as a minimum.

d. NATURAL SCIENCES & MATHEMATICS ..... 8 semester hours
This area includes the biological and physical sciences. A biological science, a physical science, or a combination may be offered as a minimum. The Natural Sciences must be represented by eight semester hours or by a combination of six semester hours of Science and two semester hours of Mathematics.

e. SOCIAL STUDIES ..... 8 semester hours
This area includes history, political science, economics, geography, sociology, and anthropology. Two fields must be represented as a minimum.

f. FUNDAMENTAL CONCEPTS OF MATHEMATICS .... 2 semester hours
This area emphasizes the major concepts of number, measurement, function, and proof.

In addition to the above there is specified subject matter required for Grades 1-9. This information can be obtained from the Chairman of the Division of Education and Psychology.

CERTIFICATION FOR GRADES 1-9

A student completing the four-year curriculum is eligible to receive a five-year elementary certificate from the Southern Union Conference, and a ten-year Tennessee Teachers Professional Certificate.

CERTIFICATION FOR GRADES 7-12

Students who wish to qualify for teaching in grades 7-12 are advised to follow the Teacher Training curriculum outlined below. This curriculum leads to endorsement in the Seventh-day Adventist denomination as well as in the State of Tennessee. Inasmuch as most states in the South follow a program of reciprocity in teacher endorsement, this curriculum is the most advantageous for all to follow. Prospective secondary teachers should use their electives in such a way as to certify in two areas of instruction.

Those who desire to receive Denominational Certification only, may qualify for the five-year Secondary Certificate by completing the following minimum requirements in professional education along with the bachelor's degree.

Fundamentals of Education 21	2 hours
Education 112 (Child and Educational Psychology)	3 hours
Education 135, 136	5 hours
Education 142	2 hours
Directed Observation and Teaching 173, 174	4 hours
Elective	4 hours

CERTIFICATION IN SPECIFIC SUBJECTS, GRADES 7-12

Denominational Certification

The Standard Certificate will be issued ONLY in those subject fields in which the candidate has a college major or minor—with the

exception that for vocational subjects the candidate must have a minimum of 6 semester hours or its equivalent; for business and commercial subjects the candidate must have a minimum of 10 semester hours or the equivalent; for health and physical education the candidate must have a minimum of 6 semester hours or the equivalent; for art, driver education, and other subjects of this category the candidate's fitness to teach will be appraised by the union educational secretary and the secretaries of the General Conference Department of Education. Any deviation from this requirement shall be accompanied by a full explanation. A minor shall be interpreted to mean not less than 15 semester hours.

State of Tennessee Certification

Students may receive state certification to teach in grades 7-12 by following the Teacher Training curriculum described above plus an additional 6 hours of professional education courses and by taking content courses that meet the minimum requirements for endorsement in two of the areas described below:

BUSINESS: The applicant shall offer a minimum of 18 semester hours, including a core requirement of 12 semester hours in Accounting and Economics and 6 hours of business electives chosen with the assistance of the advisor.

Applicants meeting the above requirements may secure single subject endorsements by completion of the hours indicated including hours completed in the core:

General Business ..... 6 semester hours
Accounting ..... 10 semester hours
Typewriting ..... 6 semester hours
(including 2 hours of advanced typing)
Shorthand ..... 6 semester hours of Advanced Shorthand
Business Law ..... 6 semester hours
Economics ..... 12 semester hours
(including Principles of Economics)
Secretarial Practice ..... 2 semester hours of office practice
plus certification in Shorthand and Typewriting
Salesmanship ..... 6 semester hours
(selected from salesmanship, marketing, and advertising)
Business Machines ..... 2 semester hours
Mathematics ..... 6 semester hours
Office and Clerical Practice ..... 2 semester hours
(in office, secretarial or clerical practice.)

ENGLISH: A minimum of 24 semester hours. An applicant offering 24 semester hours in English and twelve semester hours in Speech may be certified in both.

FOREIGN LANGUAGE: For a single foreign language eighteen semester hours based upon 2 or more units of high school credit (otherwise, twenty-four semester hours). For certification in two foreign languages, thirty semester hours are required, with not less than twelve semester hours in each if the student has two units of high school credit in each language. Where the student does not have two units of high school credit, eighteen hours in each language is required.

HEALTH AND PHYSICAL EDUCATION:

The applicant shall offer a minimum of 24 semester hours of health and physical education divided as follows:

Twelve semester hours of health which must include the areas listed below:

1. Foods and nutrition.
2. Safety education and first aid.
3. Communicable disease control.
4. Body use and care, including such areas as personal hygiene, diseases and disabilities other than those classed as communicable.
5. Human relations, including such areas as mental hygiene, family relations and community relations.
6. Sanitation of the home, school and community.

Twelve semester hours in physical education which must include the areas listed below:

1. Mass gymnastics and conditioning activities.
2. Informal games and relays.
3. Singing games and rhythmic activities.
4. Team games.
5. Individual and dual sports.
6. Safety skills in outdoor and aquatic activities.
7. Mimetics and story plays.
8. Stunts and tumbling.
9. Modified or adapted activities for the handicapped student.

Credit on required activity courses and/or military service may not apply toward this minimum.

HISTORY: A minimum of eighteen semester hours to be distributed as follows:

1. American History	6 semester hours
2. European or World History	6 semester hours
3. Electives	6 semester hours

HOME ECONOMICS (non-vocational): A minimum of twenty-four semester hours distributed as follows:

Foods and Nutrition	8 semester hours
Clothing and Textiles	8 semester hours
Home Management, Home Furnishings, Child Care, and Home Nursing	8 semester hours

MATHEMATICS: A minimum of eighteen semester hours of college mathematics, including college algebra, trigonometry, and analytic geometry. A course in general or business mathematics may be included in the minimum requirements. If the applicant has not taken solid geometry in high school, it is recommended that it be included in his college program.

MATHEMATICS AND PHYSICAL SCIENCE: When endorsement in mathematics and physical science is sought in combination, the applicant shall present a minimum of fourteen semester hours in mathematics (including college algebra, trigonometry, and analytic geometry) and a minimum of twenty-four semester hours in the physical sciences (including at least eight semester hours in chemistry, eight semester hours in physics, and eight semester hours in geography and astronomy) plus twelve hours selected from related fields in mathematics and/or physical science.

MUSIC: The applicant may apply for endorsement in school music and/or instrumental music.

The applicant for either endorsement in music shall offer a minimum core of music theory and harmony, 12 semester hours; applied music, 12 semester hours; conducting, 2 semester hours; history and appreciation, 2 semester hours; a minimum total of 28 semester hours.

The applicant for the school music endorsement shall meet the core music requirements listed above, and shall offer 6 semester hours of appropriate methods and materials of teaching, grades 1-12, and shall offer 2 semester hours class instruction in instruments, a minimum total of 36 semester hours.

The applicant for the instrumental music endorsement shall meet the core music requirements listed above, and shall offer 6 semester hours of applied music beyond the 12 semester hours in core, and 2 hours of appropriate methods and materials of teaching, 6 semester semester hours of instrumentation and orchestration, a minimum total of 42 semester hours.

The applicant for endorsements in both school music and instrumental music may present a minimum of 6 semester hours in appropriate methods and materials provided both areas are represented.

SCIENCE: The applicant shall offer a minimum of 32 semester hours of credit in the sciences (biology, chemistry, physics) with the three areas represented. The applicant will be certified to teach those sciences in which he has completed a minimum of 8 semester hours of work. If survey or integrated courses in the biological or physical science fields are provided by the training institution these may be included in the required 32 hours. (See Mathematics and Physical Science.)

For endorsement in a single subject such as biology, chemistry, or physics, sixteen semester hours are required; three semester hours may be in a survey course.

For endorsement in general science, sixteen semester hours are required which must include general biology and physical science, with a minimum of 6 semester hours in each.

SPEECH: A minimum of fourteen semester hours in Speech to include such courses as Fundamentals of Public Speaking, Oral Interpretation, Debate, etc.

BIBLE: A minimum of twelve semester hours in the literature of the Bible, such as Old Testament Prophets, Pauline Epistles, Daniel and Revelation, or Teachings of Jesus. Courses in religion will not apply toward certification requirements.

EDUCATION

For instruction regarding teacher education and certification, both state and denominational, see pages 66-73.

GENERAL

5. INTRODUCTION TO TEACHING *First semester, 2 hours*
The student is given opportunity to become acquainted with the needed personal and professional traits, duties, and responsibilities of the teacher. Observation and participation in classroom and play activities at all grade levels. Two class periods per week plus special assignments.

21. FUNDAMENTALS OF EDUCATION *Either semester, 2 hours*
A survey of the basic principles of education. The course examines the fundamental philosophy of Christian education.

138. AUDIO-VISUAL EDUCATION *Second semester, 2 hours*
The survey of aims, methods, and materials involved in use and evaluation of audio-visual instruction aids.

140. PROBLEMS IN TEACHING READING *Second semester, 2 hours*
The purpose of this course is to give a comprehensive view of reading problems, and to plan programs which meet the needs of individual pupils. Diagnostic and remedial procedures for grades 7-12 will be stressed, and experience in the use of the various types of materials and equipment available. Recommended for all secondary education majors.

142. SCHOOL ORGANIZATION AND ADMINISTRATION *Second semester, 2 hours*
This course is designed to help elementary and secondary students develop a better understanding of the organization and administration of the school. Some topics considered are: problems of prospective teachers, professional relations, reports and records, the teacher's relationship with other school personnel and working with other agencies.

191. HISTORY AND PHILOSOPHY OF EDUCATION *First semester, 2 hours*
A study of the historical, philosophical, and sociological foundations of education.

193. DIRECTED STUDY *Either semester, 2 hours*
This course permits the advanced student with adequate preparation to pursue independent study in special fields.

ELEMENTARY

65-66. ELEMENTARY SCHOOL MUSIC *Two semesters, 4 hours*
A course designed to prepare teachers to direct the music activities in the elementary school. Laboratory experience required.

71. TEACHING OF READING *First semester, 3 hours*
A study of objectives, methods, and procedures in the teaching of reading in the elementary school. Opportunity to observe the teaching of reading in the laboratory school will be scheduled. Two semester hours lecture, one hour laboratory work.

133. MATERIALS AND METHODS OF TEACHING IN THE ELEMENTARY SCHOOL *First semester, 6 hours*
Emphasis is placed on the teaching of language arts, Bible, arithmetic,

health, social studies, and science. One hour observation a week will be scheduled.

171, 172. STUDENT TEACHING, GRADES 1-9 *6-8 hours*
Prerequisite: Education 112, 133, and 142 with a grade point of 1.00 in all professional subjects.
Directed observation and participation in classroom activities, including actual teaching in the campus and off-campus laboratory schools.

197. WORKSHOP IN ELEMENTARY EDUCATION *Summer only, 2 hours*
Opportunity is provided for students to work under supervision on curriculum problems.

SECONDARY

135. THE SECONDARY SCHOOL CURRICULUM *First semester, 2 hours*
A study of the purposes and organizations of the secondary school curriculum and some of the promising practices in curriculum development.

136. MATERIALS AND METHODS OF SECONDARY TEACHING
Second semester, 3 hours
A study of learning activities with desired outcomes; methods of planning, organizing, stimulating and directing classroom activities; organization of courses; selection of appropriate materials for classroom teaching. This course covers all areas of endorsement, but in the second nine weeks one hour a week will be devoted to special methods in specific areas, such as Bookkeeping, Shorthand, Languages, Mathematics, Home Economics, etc.

162. ADMINISTRATIVE AND PERSONNEL WORK OF DEANS
Second semester, 2 hours
A basic professional course in the administration of the school home. (Offered on demand.)

173, 174. STUDENT TEACHING, GRADES 7-12 *4-6 hours*
Prerequisite: A grade point of 1.00 in professional subjects; Education 112, 135, 136 (the latter two courses may be taken concurrently with supervised teaching).
Teaching may be done in the secondary school in one or more of the following fields:
Bible, Bookkeeping, English, Home Economics, Mathematics, Modern Foreign Language, Music, Natural Science, Shorthand, Social Sciences, Typewriting. Registration should be for the supervised teaching course, by number, followed by the letter designating the particular field in which the supervised teaching is to be done.

PSYCHOLOGY

A minor in psychology includes 18 hours from the courses listed in psychology plus a two-hour course in Statistics (Business Administration 82.)

51. GENERAL PSYCHOLOGY *Either semester, 3 hours*

An introduction to the study of the problems of human behavior, and of the mental processes and their development. This is a foundation course designed to help the student understand and explain the behavior of others and thereby be better able to predict and control his own life and influence the lives of others.

107. EDUCATIONAL EVALUATION *First semester, 2 hours*

A study of the various types of educational tests and examinations, and modern methods in their construction and use; also mastery of the most useful statistical techniques, with practice in working and interpreting problems involving educational and psychological data. The course includes some time given to the administration and interpretation of tests of intelligence, vocational interests, and personality.

112. CHILD AND EDUCATIONAL PSYCHOLOGY *Second semester, 3 hours*

This course deals with the physical, social, emotional, and intellectual growth and development of children and adolescents in the home and community. Special emphasis will be given to the psychological factors which underlie and influence the learning process.

140. SOCIAL PSYCHOLOGY *Second semester, 2 hours*

Prerequisite: Psychology 51.
A study of the interrelations of individuals in social situations, how the individual is influenced by others, and how in turn he affects the behavior of others. Does not apply toward professional requirements in teacher education.

142. APPLIED PSYCHOLOGY *Second semester, 2 hours*

Prerequisite: Psychology 51.
This is a study of psychology in business, industry, public speaking, publications, politics, religion, and various other phases of everyday human activity. Does not apply toward professional requirements in teacher education.

150. PERSONALITY AND MENTAL HYGIENE *Second semester, 3 hours*

Prerequisite: Psychology 51.
A study of the incidence, causes, and methods, of preventing maladjustments and mental illness. Consideration is given to the meaning, importance, and conditions that affect the growth of personality, and methods of its improvement.

*180. GUIDANCE AND COUNSELING *Second semester, 3 hours*

Prerequisite: Psychology 51.
A survey of the current aims of counseling and guidance in school and community. Basic principles, procedures, and policies of counseling and guidance are emphasized. Directive and non-directive methods are stressed with the untrained or slightly trained teachers.

HEALTH COURSES

4. HOME NURSING *Second semester, 2 hours*

Lecture and demonstrations will be based on the American Red Cross textbook in home hygiene and care of the sick. Red Cross Home Hygiene Certificates are issued to those successfully completing the course. In addition, hydrotherapy will be given.

*Not offered 1961-62.

22. SAFETY AND FIRST AID *Either semester, 2 hours*
The nature and causes of accidents, safety measures for the precaution of common accidents of the home, school, industry, transportation, and recreation. The standard and advanced Red Cross Certificates will be issued to those completing the required work in first aid.

PHYSICAL EDUCATION AND RECREATION

The courses in this department are designed to improve human relations through cooperative group activity; to improve the physiological functions of the individual through proper exercise and an increased knowledge of body functions in relationship to activity; to foster the spirit of fair play which is democracy in action; to teach the values of physical education and recreation in the enrichment of the Christian life.

COURSE REQUIREMENTS FOR MINOR IN HEALTH AND PHYSICAL EDUCATION

P. E. Major and Minor Activities	4 hours
P. E. 75	2 hours
P. E. 85 or 86	2 hours
P. E. 128	2 hours
P. E. 145	1 hour
P. E. 188	3 hours
Health 22, 53	4 hours
Total Semester Hours	18 hours

Cognate requirements—Anatomy and Physiology 11, 12.

ACTIVITY COURSES

The activities program, elective in nature, is set up to provide a variety of subjects.

Students enrolled in activity courses must wear regulation suits and shoes to all class appointments. Regulation gym wear for both men and women will be available at the college store, Southern Mercantile. For full particulars, see your respective dormitory dean or the director of physical education. *No credit will be given* unless this requirement is complied with.

All physically qualified students must take the required basic course.

A student *may not* sign up for more than one activity per semester unless given permission by the Dean or the Department Head.

The "beginning" courses will deal with lowest nomenclature and special techniques of the activity, as well as considerable time spent in actual participation in the activity. Advanced courses are an extension of the same courses.

7, 8. FRESHMAN PHYSICAL EDUCATION — *Two semesters, 1 hour*
Required of all Freshmen.
Body mechanics, games, skill tests, etc.

9, 10. ADAPTED PHYSICAL EDUCATION — *Two semesters, 1 hour*
A course offered for those physically unable to take part in the basic required program. A "B" medical rating automatically upon registration, classifies the student for this part of the program.

11. MAJOR SPORTS ACTIVITIES ..... *First semester, 2 hours*
A required course for physical education minors. Major sports such as flagball, basketball, baseball are studied. Class organization, teaching methods, rules, and skills are emphasized. One hour lecture and three hours laboratory per week.

12. MINOR SPORTS ACTIVITIES ..... *Second semester, 2 hours*
A required course for physical education minors. Minor sports such as tennis, archery, badminton, softball, volleyball, etc. are studied. Class organization, teaching methods, rules, and skills are emphasized. One hour lecture and three hours laboratory per week.

13. BASKETBALL — *First semester, ½ hour*
Dribbling, passing, defense, scoring plays, rules, skill drills, etc.

20. TENNIS — *Second semester, ½ hour*
Serving, strokes, scoring, strategy, skill drills, tests, round robin, and ladder tournament. Class size limited to facilities.

23, 24. CO-RECREATIONAL ACTIVITIES — *Two semesters, 1 hour*
An area of the program whereby men and women may play together. Badminton and shuffleboard are the two activities offered.

50. CAMPING AND HIKING — *Either semester, ½ hour*
A course designed to promote outdoor recreation and provide experience for those who are interested in Pathfinder summer-camp work. Campouts, hikes, practice in camping techniques, etc.

64. ARCHERY—CO-EDUCATIONAL — *Second semester, ½ hour*
Fundamentals of shooting, skill drills, tournaments, safety are presented. Class size limited.

67, 68. TUMBLING AND GYMNASTICS — *Two semesters, 1 hour*
Accent on rolls, stunts, pyramids, self-testing activities. Conditioning heavily emphasized.

71, 72. APPARATUS (MEN ONLY) *Either semester, ½ hour*
Parallel bars, rings, high bar work.

73. BEGINNING TRAMPOLINE *First semester, ½ hour*

*74. ADVANCED TRAMPOLINE *Second semester, ½ hour*

THEORY COURSES

*75. INTRODUCTION TO HEALTH, PHYSICAL EDUCATION, AND RECREATION *First semester, 2 hours*
A study into the aspect of Physical Education as a career, its relationship to related fields of education, general principles and philosophies, historical background, and professional preparation.

85. METHODS AND MATERIALS OF TEACHING PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL *First semester, 2 hours*
This course is designed primarily for elementary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing, and rhythmic activities, and safety measures. Observation and teaching of elementary school children will be scheduled.

86. METHODS AND MATERIALS OF TEACHING PHYSICAL EDUCATION IN THE SECONDARY SCHOOLS *Second semester, 2 hours*
This course is designed primarily for secondary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing, and rhythmic activities, and saftey measures. Observation and teaching of secondary school students will be scheduled.

*100. THEORY OF PLAY *Second semester, 2 hours*
A course designed to give a theoretical explanation of recreational activity and to show the need of activity in modern life and its place in education.

128. ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION AND RECREATION *Second semester, 2 hours*
The relationship of the field of Physical Education to modern educational theory. Details of the organization of physical education activities, organization and classification of pupils, and emphasis on the arrangement and construction of equipment and planning of school programs suitable to denominational schools.

145. OFFICIATING *First or Second semester. 1 hour*
Study of rules, officiating techniques, practice. Each student will be assigned a definite number of hours of officiating in the Intramural program for practical experience. One hour lecture per week and two hours practice.

188. RECREATION LEADERSHIP *Second semester, 3 hours*
A study of principles, organization, and administration of community recreation, with emphasis placed on the development of recreational leadership. Students will be required to work in conjunction with the Master Guide program or other youth programs available in the area.

*Not offered 1961-62.

FINE ARTS

MORRIS TAYLOR, *Chairman;* DOROTHY ACKERMAN, DEL CASE, DON CROOK, OLIVIA DEAN, LYLE Q. HAMEL, ELAINE TAYLOR, NELLIE JO WILLIAMS, J. MABEL WOOD.

The aim of this division is to provide for the student a means of self-expression through forms of beauty and to prepare him for living a richer life individually, socially, and professionally.

ART

1:2. FUNDAMENTALS OF DRAWING AND DESIGN *Each semester, 2 hours*
An introductory course in drawing, composition, design, color organization and basic lettering. Emphasis on the basic art elements and their functions in composition.

51, 52. BEGINNING PAINTING *Each semester, 1 or 2 hours*
Recommended prerequisite: Art 1, 2.
Introduction to water color, oil paint, and pastel painting, landscapes, still life, and flowers; originality will be stressed.

7, 8. SCULPTURE *Each semester, 2 hours*
The various expressions in three dimensional forms are studied. Portrait sculpture, building up in soft materials as well as direct plaster techniques.

27, 28. ART EDUCATION AND CRAFTS *Two semesters, 2 hours*
A study of the fundamental arts and crafts principles adapted to the needs of children. Laboratory work in the use of various art and craft media for elementary school teachers.

165, 166. ADVANCED PAINTING *Each semester, 2 hours*
Prerequisite: Art 51, 52.
Here a student may desire to study further the use of the various media, also explore the relationships of abstract representation to realism. Instruction in clothed figure painting; landscapes and animal life.

ART HISTORY

60. SURVEY OF ART *Second semester, 2 hours*
An introductory course to art experience. A survey of art media with illustrated lectures, discussion, and analysis of important masterworks.

143:144. HISTORY OF ART *Two semesters, 4 hours*
Recommended prerequisite: Art 60.
A study of the arts of western civilization from antiquity to the present with an emphasis on the pivotal figures in art history. Representative examples of painting, sculpture, and architecture will be studied as well as some examples from the graphic and decorative arts.

MINOR: A minor in Art consists of 18 hours, including 1:2, 60; 143:144; painting, 6 hours; elective—2 hours.

MUSIC

Southern Missionary College offers three curriculums in music, a Bachelor of Music with a major in performance or in music education, and the Bachelor of Arts with a major in music.

The Bachelor of Music degree is designed to prepare the student as a professional musician. The B.M. with a major in performance meets the need of the student who wishes to concentrate in an applied music field and to prepare for advanced work in the scholarly branches of music.

The Bachelor of Music with a major in music education meets the specifications of the State of Tennessee and most other state education departments as well as the requirements for certification from the General Conference to teach music on the secondary level. See under the Education Department for further details with regard to certification.

The Bachelor of Arts degree with a major in music allows the student to obtain a broad background in the liberal arts along with his solid core of professional music subjects. The liberal arts student may choose the field of music as his minor.

Bachelor of Music in Music Education

COURSE REQUIREMENTS

MAJOR (Music)	59 hours
Applied Music: Major instrument or voice—12 hours: minor instruments and/or voice—4 hours; senior recital—1 hour; music organizations—2 hours; music ensemble—2 hours.	
Music Theory: 25:26; 45:46; 101:102; 171:172; electives—4 hours.	
Music History: 62 or 63; 141:142.	
Music Education: 161 or Education 65-66; 181; materials and methods electives—6 hours.	
Education 142; 135 or 191; 171, 172 or 173, 174	8 hours
Psychology 51; 112	6 hours
Health and Family Living	6 hours

Lynn Wood and Hackman Halls →




WOMEN'S DORMITORY BUILDING

Including: Marriage and the Family—2 hours: Physical education—1 hour; electives—3 hours.

English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Fine Arts 60	2 hours
†Mathematics 1	2 hours
Natural Science—Mathematics	8 hours
Religion	12-16 hours
Social Science 20 and sequence	8 hours

Electives—sufficient to make a four-year total of 128 semester hours.

Bachelor of Music in Performance

COURSE REQUIREMENTS

MAJOR (Music) ..... 61 hours

Applied Music: Major instrument or voice—16 hours; senior recital—1 hour; minor instrument or voice—4 hours; music organizations—2 hours; music ensemble—2 hours.

Music Theory: 25:26; 45:46; 101:102; 171:172; electives—4 hours.

Music History: 62; 63; 141:142.

Music Education: Materials and methods in major instrument or voice—2 hours; electives—4 hours.

English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Foreign Language—French or German recommended	6-14 hours
Fine Arts 60	2 hours
P.E. 7, 8	1 hour
Natural Science—Mathematics	6 hours
Religion	12-16 hours
Social Science 1, 2 and 20	8 hours
Psychology 51	3 hours

Electives—sufficient to make a four-year total of 128 semester hours.

†This requirement may be waived by examination.

Bachelor of Arts With a Major in Music

COURSE REQUIREMENTS

MAJOR (Music)	37 hours
Music Theory: 45:46; 101:102; and 4 hours of upper division electives.	
Applied Music: Major instrument or voice—12 hours; senior recital—1 hour; music organizations—2 hours.	
History of Music: 62 or 63; 141:142.	
MINOR	18 hours
English 1-2, Literature 51, 52 or 61, 62	10 hours
Fine Arts 60	2 hours
Foreign Language	6-14 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

MINOR: A minor in Music consists of eighteen hours, including 45:46; 141:142; applied instrument or voice—4 hours; music organizations—2 hours.

MUSIC THEORY

25:26. EAR TRAINING AND SOLFEGGIO *Two semesters, 2 hours*

The development of rhythmic, melodic, and harmonic perception. A waiver may be granted by examination. This course should be taken concurrently with 45:46. This class will meet two periods per week.

45:46. HARMONY I *Two semesters, 6 hours*

Construction and function of scales and intervals; triads and dominant seventh chords, root position and inversions; modulation; use of non-harmonic tones, correlated analysis and keyboard harmony.

101:102. HARMONY II *Two semesters, 4 hours*

Prerequisite: Music 45:46.
Construction and function of ninth, eleventh, and thirteenth chords, altered chords and modulation, correlated analysis, and keyboard harmony.

*171:172. COUNTERPOINT *Two semesters, 4 hours*

Prerequisite: Music 45:46; 101:102 concurrently.
Species counterpoint in two or more parts: imitation, double counterpoint, canon and correlated analysis.

*Not offered 1961-62.

*174. ORCHESTRATION *Second semester, 2 hours*
Scoring and arranging for the instruments of the modern symphony orchestra and the concert band.

176. COMPOSITION *Second semester, 2 hours*
Prerequisites: Music 101:102; 171:172 recommended.
Principles of composition in the smaller forms; written work modeled on the analysis of such forms as the chorale, the art song, and the rondo.

MUSIC HISTORY

61:62. SURVEY OF MUSIC LITERATURE *Two semesters, 4 hours*
The impact of musical thought on western civilization during the past one thousand years. Illustrated lectures, discussions, and recordings.
Music majors may not register for Music 61 except as an elective. One listening period per week is required.

141:142. HISTORY OF MUSIC *Two semesters, 6 hours*
Recommended prerequisite: Music 62 or 63.
Cultural and musical-technical aspects of the style and form of musical thought from antiquity to the present time. Two listening periods per week are required.

CHURCH MUSIC

24. PRINCIPLES OF CONDUCTING *First semester, 2 hours*
Basic concepts of notation, the study and application of principles of song leadership. This class meets three periods per week.

63. SURVEY OF CHURCH MUSIC *Second semester, 2 hours*
A course designed to meet the needs of religion majors and church musicians. A study of church music from Biblical times to the present. One listening period per week is required.

MUSIC EDUCATION

The studies in methods and materials involve not only development in actual performance ability and evaluation of available teaching materials; but also, and pre-eminently, a quest for pedagogical soundness and understanding of how to help individuals solve their musical problems.

130. PIANO MATERIALS AND TECHNIQUES *Second semester, 2 hours*
Methods, materials, and procedures for private and group piano instruction.

*132. VOCAL MATERIALS AND TECHNIQUES *Second semester, 2 hours*
Principles of voice production and testing and classification of voices. The examination of suitable literature for ensemble and solo use.

*134. STRING MATERIALS AND TECHNIQUES *Second semester, 2 hours*
A study of the stringed instruments in class and a survey of teaching materials for class and private instruction.

*Not offered 1961-62.

*136. PERCUSSION MATERIALS AND TECHNIQUES *Second semester, 1 hour*
The use of percussion instruments in the band and orchestra. Techniques of performing all percussion instruments. Interpretation of band scores balance and special effects of the percussion section.

*137. BRASS MATERIALS AND TECHNIQUES *First semester, 2 hours*
A study of tone production, embouchure, fingerings, and practical pedagogic technique. A survey of the literature for the instruments and evaluation of teaching methods.

139. WOODWIND MATERIALS AND TECHNIQUES *Second semester, 2 hours*
A study of tone production, embouchure, fingerings, and practical pedagogic technique. Survey of the literature for the instruments and evaluation of teaching methods.

161. SECONDARY SCHOOL MUSIC *First semester, 2 hours*
Curriculum, organization, and administration of choral, instrumental, and general music classes in the junior and senior high school.

181. CONDUCTING TECHNIQUES *First semester, 2 hours*
This course is designed to give the music student the requisite skills for conducting choral and instrumental groups.

APPLIED MUSIC

†3, 4. *Two semesters, 2 hours*
Private instruction in voice, piano, organ, or orchestral instrument.

†5, 6. *Two semesters, 2 hours*
Class instruction in voice, piano, or orchestral instruments. This course is designed for the beginning student who would like to take applied music in small groups of from two to five at a reduced fee from the private lesson rate.

21, 22. *Two semesters, 2 hours*
Prerequisite: Examination for freshman standing.
Private instruction in voice, piano, organ, or orchestral instrument.

†53, 54. *Two semesters, 2 hours*
Prerequisite: Music 3, 4 or 5, 6.
Private instruction in voice, piano, or orchestral instrument.

71, 72. *Two semesters, 2 hours*
Prerequisite: Music 21, 22.
Private instruction in voice, piano, organ, or orchestral instrument.

121, 122. *Two semesters, 4 hours*
Prerequisite: Music 71, 72.
Private instruction in voice, piano, organ, or orchestral instrument.

151, 152. *Two semesters, 4 hours*
Prerequisite: Music 121, 122.
Private instruction in voice, piano, organ, or orchestral instrument.

*Not offered 1961-62.
†See note on next page

192. SENIOR RECITAL *1 hour*
The recital must be memorized with the exception of organ or instruments performing ensemble literature not generally memorized.

† Courses 3, 4; 5, 6; 53, 54 are open to any student of the college as elective credit toward the B.A. or B.S. degree. The music major or minor may elect these courses only toward his minor performance.

Courses 21, 22; 71, 72; 121, 122; and 151, 152 are courses primarily for the music major and minor, but they may be elected by anyone who passes the examination for freshman standing.

Instruction in voice, piano, organ, or orchestral instruments is offered both privately and in small classes. The following performance areas may be studied: violin, viola, cello, string bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, trombone, baritone, marimba, and percussion instruments.

One semester hour will be allowed for a minimum of 15 half-hour lessons with four hours of practice per lesson. Participation in and attendance at student recitals, public and studio, will be considered a part of the regular work. Music majors and minors are required to attend a large percentage of the concerts and recitals on the campus, and each is urged to take advantage of the outstanding musical events sponsored by the SMC Lyceum Committee, the Fine Arts Series, and the Community Concerts or the Chattanooga Symphony.

Freshman standing for the music major or minor will be given by the music faculty at the time of the first semester examinations. Each student majoring in music must appear before the music faculty at the end of each semester to present a prepared program of technic and memorized compositions as his final examination. A music minor should also take the applied examination at the completion of his applied music credit.

All music majors are required to pass an examination in piano. The student must be able to play hymns, moderately easy accompaniments and the major scales. At the time of the regularly scheduled semester examinations the student is to play before a committee of the music faculty. The piano examination should be passed as early as possible, but no later than the end of the junior year.

The major in music education and the liberal arts student will present a joint senior recital in which he plays 30 minutes. The performance major will present a full-length, memorized recital. The stu-

dent may elect to have an assisting soloist or assisting small ensemble in which he participates.

MUSIC ENSEMBLES

Although there is no charge for participation in music organizations if credit is not desired, yet *students should register for entrance in the organization.* All students pursuing a music major must participate in a music organization each year of residence.

Each musical organization meets two periods per week and offers one-half hour credit each semester. Admission to any musical organization is by audition. Regular attendance at rehearsals is required.

Ensembles on campus are organized and sponsored by members of the staff.

9, 10. CAMPUS BAND

11, 12. CONCERT BAND

13, 14. ORCHESTRA

15, 16. COLLEGE CHOIR

17, 18. MEN'S CHORUS

19, 20. COLLEGIATE CHORALE

153:154. PIANO ENSEMBLE *Two semesters, 2 hours*

Prerequisite: Music 54 or 72.
This course is designed to give the piano and organ major coaching and experience in accompanying and playing in a chamber ensemble.

155:156. VOCAL ENSEMBLE *Two semesters, 2 hours*

Prerequisite: Music 54 or 72.
This course is designed to give the voice major coaching and experience in organization and participation in small vocal ensembles. The literature of the vocal and chamber music repertoire will be studied.

157:158. INSTRUMENTAL ENSEMBLE *Two semesters, 2 hours*

Prerequisite: Music 54 or 72.
This course is designed to give the instrumental major coaching and experience in organizing and participating in small instrumental ensembles such as the string trio or quartet, the woodwind quintet, etc. The chamber music literature will be studied.

NATURAL SCIENCES - MATHEMATICS

JOHN CHRISTENSEN, *Chairman;* CLARENCE E. CHINN, E.O. GRUNDSET, RAY HEFFERLIN, H. H. KUHLMAN, A. L. WATT, DUANE ZIMMERMAN

The following quotation reflects the philosophy of the Division of Natural Sciences and Mathematics:

"All true science is but an interpretation of the handwriting of God in the material world. Science brings from her research only fresh evidences of the wisdom and power of God. Rightly understood, both the book of nature and the written word make us acquainted with God by teaching us something of the wise and beneficent laws through which He works." Ellen G. White, *Patriarchs and Prophets,* page 599.

This division is organized for the purpose of giving training in the fundamental sciences. Training for professional careers in biology, chemistry, mathematics and physics may be had by taking majors in these fields. Minors should be taken in related fields which contribute to the background of the student. Many of the courses offered in these departments are also basic for professional training in medicine, dentistry, nursing, and other medical-related professions, in professional engineering and in many other professions. These must be taken before entrance into the training for the chosen profession.

The foundation and survey courses are designed to give the general student an appreciation and understanding of the impact of the scientific discoveries and the scientific method of thinking upon our modern civilization.

BIOLOGY

Bachelor of Arts With a Major in Biology

The courses in this subdivision are intended to give students a practical and cultural knowledge of this field of science, and to meet the needs of those planning to enter professional training in advanced biology, medicine, dentistry, nursing, and related fields. It is recommended that students majoring in biology minor in chemistry.

MAJOR: a major in biology consists of thirty semester hours, and must include Biology 1, 22, 45, 46, 111 and 128.

MINOR: a minor in biology requires eighteen hours.

COURSE REQUIREMENTS

MAJOR (Biology)	30 hours
Including 1; 22; 45, 46; 111, 128.	
MINOR: Chemistry recommended	18 hours
English 1-2, Literature 51, 52 or 61, 62	10 hours
Applied Arts	4 hours
Fine Arts, 60 or 61 required	4 hours
Foreign Language	6-14 hours
P.E. 7, 8	1 hour
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Pre-medical students majoring in Biology will add Physics 51-52; Mathematics 11:12; Chemistry 1-2; 63; 102; 113-114; General Embryology 145.

The courses in Biology are intended to give the student fundamental and accurate information as a basis for the development of a sound scientific philosophy and as preparation for professional training.

1. GENERAL BIOLOGY *First semester, 3 hours*
A study of biological principles and of the classification of the plant kingdom. Two hours lecture, three hours laboratory, each week.

2. GENERAL BIOLOGY *Second semester, 3 hours*
Consideration of biological principles as related to animal life. Study of typical members of each phylum in the animal kingdom. Two hours lecture, three hours laboratory, each week.

*9. NATURE STUDY AND CONSERVATION *First semester, 3 hours*
This course is planned for elementary teachers who wish to use nature materials furnished by their environment in their teaching. It includes conservation of natural resources, the study of birds, insects, flowers, trees, and related areas. Two hours lecture, three hours laboratory each week. This course is a methods course and is restricted to teacher training students.

11, 12. ANATOMY AND PHYSIOLOGY *Two semesters, 6 hours*
A study of the fundamentals of human anatomy and physiology. Two hours lecture, three hours laboratory, each week.

*Not offered 1961-62.

22. MICROBIOLOGY *Either semester, 4 hours*

A study of micro-organisms; their relation to the production of disease in man and their modes of transmissions; methods used in specific prevention or treatment of disease. Three hours lecture, three hours laboratory, each week.

45, 46. GENERAL ZOOLOGY *Two semesters, 8 hours*

A study of the general biological principles of all animal life including their general structure, physiology, habitat, classification, and life history. Three hours lecture, three hours laboratory, each week.

105. MAMMALOGY *First semester, 3 hours*

Prerequisite: Biology 2 or 46 or equivalent.
Classification, distribution, life history and population of mammals. Two hours lecture and three hours laboratory or field trip each week.

107. PARASITOLOGY *First semester, 3 hours*

Prerequisite: Biology 2, or 45, or equivalent.
A general survey of the more important parasites of man and domestic animals. Two hours lecture, three hours laboratory, each week.

108. ORNITHOLOGY *Second semester or Summer session, 3 hours*

Prerequisite: Biology 1, 2 or 45, 46.
An introduction to the external structure, classification, behavior, nesting, migration, and phylogeny of birds. Laboratory periods are spent studying birds in the field. Two hours lecture, three hours laboratory work each week.

*110. ENTOMOLOGY *Second semester or Summer session, 3 hours*

Prerequisite: Biology 1, 2 or 45, 46.
An introduction to the study of insects with emphasis on development and behavior. Classification of important orders and families and the use of insect keys will be stressed in laboratory work. Two hours lecture and three hours laboratory work each week.

111. GENETICS *First semester, 3 hours*

Prerequisite: Biology 1 and 2 or equivalent.
A study of heredity as related to man and some domestic plants and animals. Two hours lecture, three hours laboratory, each week.

120. ECOLOGY *Second semester, 3 hours*

Prerequisite: Biology 1 and 2 or equivalent.
A study of plants or animals in relation to their natural environment. Two hours lecture and three hours field work each week.

127. CRYPTOGAMIC BOTANY *First semester, 3 hours*

Prerequisite: Biology 1 or equivalent.
A study of the non-flowering plants of the Collegedale area. Two hour lecture and three hours field work each week.

128. SYSTEMATIC BOTANY *Second semester, 3 hours*

Prerequisite: Biology 1 or equivalent.
The identification of seed plants of the Collegedale area with a view of the acquisition of familiarity with the distinguishing features of the great plant groups. Two hours lecture, three hours laboratory, each week.

*Not offered 1961-62.

145. GENERAL EMBRYOLOGY *First semester, 3 hours*
Prerequisite: Biology 2, 45, or 46, or equivalent.
An introduction to the development of the vertebrate animal with emphasis on the development of the chick. Two hours lecture, three hours laboratory, each week.

*146. COMPARATIVE ANATOMY *Second semester, 3 hours*
Prerequisite: Biology 45 and 46.
A comparison of the anatomy of the various organ systems of vertebrates. The dogfish shark, mud puppy, cat, and/or fetal pig are used for laboratory study. Two hours lecture and three hours laboratory each week. (Credit will not be given for both this course and the former Zoology 104.)

177. MICROTECHNIQUE *First semester, 3 hours*
Prerequisite: Biology 1, 2 or equivalent.
Preparation, mounting, and staining of various plant and animal tissues on slides for microscopic study. One hour lecture, six hours laboratory, each week.

178. ANIMAL HISTOLOGY *Second semester, 3 hours*
Prerequisite: Biology 2, 45 or 46 or equivalent.
A descriptive study of normal tissues, including those of man. The microscopic identification and characteristics of stained sections is emphasized in the laboratory. One hour lecture, six hours laboratory, each week.

191, 192. PROBLEMS IN BIOLOGY *Either semester, up to 4 hours*
This course is for biology majors and minors only; individual research work in some field of biology. Content and method of study to be arranged.

CHEMISTRY

It is intended in this subdivision to give students a practical and a cultural knowledge of this field of science, and to provide for the needs of those planning to become chemists or to enter professional training in medicine, dentistry, nursing, and related fields.

Bachelor of Arts With a Major in Chemistry

A minor in Physics or Biology is recommended, and Mathematics through Calculus and Physics 51-52 are advised.

A major or minor in Chemistry must include Chemistry 102 and 114 except for Home Economics or Dietetics students minoring in chemistry.

This degree does not necessarily prepare for graduate work in chemistry unless Chemistry 151,152 are included.

*Not offered 1961-62.

COURSE REQUIREMENTS

MAJOR (Chemistry)	30 hours
Including: 1-2; 63; 113-114; 102 (4 hours); 144; 190.	
MINOR in Mathematics, Physics, or Biology recommended	18 hours
English 1-2, Literature 51, 52 or 61, 62	10 hours
Applied Arts	4 hours
Fine Arts, including 60 or 61	4 hours
Foreign Language (German recommended)	6-14 hours
P.E. 7, 8	1 hour
Religion	12-16 hours
Social Science	12 hours
Mathematics 11:12	8 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Pre-medical students will also take Biology 45, 46; 145; and Physics 51-52. Calculus recommended.

Bachelor of Science With a Major in Chemistry

This degree is a preparation for graduate work in chemistry or for a professional career in chemistry.

COURSE REQUIREMENTS

MAJOR (Chemistry)	40 hours
Including: 1-2; 63; 102 (4 hours); 113-114; 121; 134; 144; 151, 152; 190.†	
MINOR should be chosen from Math., Physics, Biology, or Foods and Nutrition††	18 hours
English 1-2	6 hours
Literature 51, 52, 61 or 62	2 hours
Applied Arts	4 hours
Fine Arts 60 or 61	2 hours
Foreign Language—German	6-14 hours
P.E. 7, 8	1 hour
Mathematics 11:12; 99, 100	16 hours
Physics 51-52	8 hours
Religion	12-16 hours

†Students planning to do graduate work in Biochemistry should elect 171:172 as part of the major and should also take Biology 22, 45 and 46.

††Students minoring in Foods and Nutrition should also elect 171:172 as part of the major.

Social Science ..... 9 hours

Electives—sufficient to make a four-year total of 128 semester hours.

1-2. GENERAL CHEMISTRY *Two semesters, 8 hours*

Prerequisites: High school algebra and either high school physics or chemistry or the instructor's permission. (It is recommended that Math 11:12 or 5:6 be taken concurrently.)

An introduction to the elements and their principal compounds; the fundamental laws and accepted theories of chemistry. Three hours lecture, three hours laboratory. each week.

5. INTRODUCTION TO CHEMISTRY *First semester, 3 hours*

This course is designed specifically for students preparing for elementary school teaching. It consists of simple demonstrations of chemical principles, using materials available in the home or school and a discussion of the basic principles involved; emphasis is laid on application to home situations and on relationships to other sciences. Training is also given in the use of chemical illustrations to demonstrate character lessons. This course carries credit only toward a degree in elementary education. Two hours lecture, three hours laboratory.

6. NUTRITION *Second semester, 2 hours*

See foods and nutrition, course No. 2. (Does not apply on a major or a minor.)

6a. FOODS AND NUTRITION LABORATORY *Second semester, 1 hour*

See foods and nutrition course No. 2a. (Does not apply on a major or a minor.)

7-8. SURVEY OF CHEMISTRY *Two semesters, 6 hours*

Prerequisites: High school algebra, and either high school physics or chemistry, or instructor's permission.

A survey course designed to familiarize the student with the basic principles of chemistry. Attention is given particularly to solutions, chemistry of nutrition, digestion, and metabolism. Of special interest to students who need a survey course in chemistry. It will also fulfill the natural science requirement. It is a terminal course and may not be used as a prerequisite for advanced chemistry courses. Two hours lecture, three hours laboratory, each week.

63. QUALITATIVE ANALYSIS *First semester, 2 hours*

Prerequisites: Chemistry 1-2, Mathematics 11:12 or 5:6 or equivalent.

A study of the principles and methods for the separation and identification of inorganic ions; analysis of several unknowns. Two hours lecture (one hour of which is laboratory instruction requiring no homework), two hours laboratory, each week.

81. ORGANIC CHEMISTRY *First semester, 4 hours*

A brief study of simple organic compounds, both aliphatic and aromatic and their reactions. Three hours lecture, three hours laboratory, each week.

102. QUANTITATIVE ANALYSIS *Second semester, 3 or 4 hours*

Prerequisites: Chemistry 1-2, 63.
This course includes the study of typical volumetric and gravimetric methods, quantitative determinations of acidity, alkalinity, and percentage composition of a variety of unknowns with the related theory and problems. Two hours lecture, three or six hours laboratory, each week.

113-114. ORGANIC CHEMISTRY *Two semesters, 8 hours*

Prerequisite: Chemistry 1-2.
A study of the aliphatic and aromatic compounds of carbon and their reactions. The laboratory work includes typical syntheses of various compounds. Three hours lecture, three hours laboratory, each week.

121. ORGANIC QUALITATIVE ANALYSIS *First semester, 2 or 3 hours*

Prerequisite: Chemistry 113-114.
Application of solubility principles, classification reactions and the preparation of derivatives to the identification of both pure compounds and mixtures. Two hours of lecture for nine weeks, and three or six hours of laboratory each week.

122. ADVANCED ORGANIC CHEMISTRY *Second semester, 3 hours*

Prerequisite: Chemistry 113-114.
Laboratory principles and practice in the synthesis of various organic compounds and other selected topics. Two hours of lecture, and three hours of laboratory work each week.

133. INSTRUMENTAL ANALYSIS *First semester, 2 or 3 hours*

Prerequisite: Chemistry 102.
A study of the theories, techniques and instruments involved in spectrophotometry, potentiometry, conductimetry, electrodeposition, radiochemistry and polarography. One hour lecture and three or six hours laboratory each week.

144. LABORATORY GLASS BLOWING *Either semester, 1 or 2 hours*

Training is given in the manipulation of glass for the fabrication of laboratory apparatus. Three or six hours laboratory each week. This course does not count on basic science requirements nor on the 30 hours of the major.

151, 152. PHYSICAL CHEMISTRY *Two semesters, 8 hours*

Prerequisites: Chemistry 102, Physics 51-52, Mathematics 11:12. Calculus required for 151, and advised for 152.
A study of the facts, laws, theories, and problems relating to gases, liquids, solids, solutions, equilibrium, thermo-chemistry, electro-chemistry, and atomic structure. Three hours lecture, three hours laboratory, each week.

171:172. BIOCHEMISTRY *Both semesters, 6 hours*

Prerequisite: Chemistry 113-114.
The materials, mechanisms, and end-products of the processes of life under normal and pathological conditions are studied. Two hours lecture, three hours laboratory, each week.

190. INTRODUCTION TO RESEARCH *Either semester, up to 3 hours*

Prerequisite: 20 hours of Chemistry.
Individual research under the direction of the members of the staff. Problems are assigned according to the experience and interest of the student.

MATHEMATICS

The objectives of this subdivision are to acquaint the student with the meaning, scope, methods, and content of Mathematics, and to show some of the relationships and contributions of this science to modern civilization and culture.

MAJOR: A major in Mathematics requires 30 hours (exclusive of Mathematics 1 and 2; 4; 5:6) and includes Mathematics 12; 100; and at least 15 hours chosen from courses 109; 111; 112; 121:122; 151:152.

MINOR: A minor in Mathematics requires 18 hours (exclusive of Mathematics 1 and 2; 4; 5:6) and includes Mathematics 12; 100; and at least 3 hours chosen from courses 109; 111, 112; 121:122; 151:152.

Bachelor of Arts With a Major in Mathematics

COURSE REQUIREMENTS

MAJOR (Mathematics)	30 hours
Including: 11:12; 99; 100.	
MINOR (Physics or Chemistry recommended)	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
Foreign Language	6-14 hours
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

1. FUNDAMENTAL CONCEPTS OF MATHEMATICS *First semester, 2 hours*
This course is designed for the teacher education program. It emphasizes the major concepts of number, measurement, function, and proof which help man to understand the quantitative relationships in his natural and social environment.

2. FUNCTIONAL MATHEMATICS *Second semester, 2 hours*
Prerequisite: Mathematics 1.
A thorough review of fundamental processes of arithmetic; development of a mature understanding of arithmetic.

4. INTRODUCTION TO MATHEMATICS *Second semester, 3 hours*
Prerequisites: Two years of high school mathematics.
A unified course consisting of topics from different areas of modern mathematics. The emphasis is on mathematical ideas rather than drill in the manipulation of mathemathical symbols. This course is designed to apply on the 12 hours basic science requirement. (Not a preparation for General Physics or General Chemistry.)

5:6. PRE-FRESHMAN MATHEMATICS *Two semesters, 6 hours*

Prerequisite: Two units of secondary mathematics composed of topics from algebra and geometry.
A unified course built on topics in algebra, geometry, and trigonometry which are commonly taught in secondary schools for students who take more than two units of mathematics. (Satisfies the mathematics requirement for General Physics. Does not apply on science requirement.)

11:12. FRESHMAN MATHEMATICS *Two semesters, 8 hours*

Prerequisite: The equivalent of Mathematics 5:6.
A unified course built on material selected from topics in algebra, trigonometry, and analytic geometry which are commonly taught in beginning college mathematics courses. Emphasizes deductive reasoning and fundamental concepts and is taught from a contemporary point of view.

51. ANALYTIC GEOMETRY *First semester, 2 hours*

Prerequisite: Mathematics 11:12.
This course is primarily for those students who have transferred from other colleges and wish to take calculus and have not had a course equivalent to Mathematics 11 and 12 or those students who have taken Mathematics 11 and 12 prior to the academic year 1959-60. Equations of curves in rectangular and polar coordinates. Study of the properties of the straight line and the conics. (Offered only on sufficient demand.)

82. STATISTICS *Second semester, 3 hours*

See Economics 82.
Does not apply on a mathematics major or minor.

99:100. CALCULUS *Two semesters, 8 hours*

Prerequisite: Mathematics 11:12.
Elementary functions, ordinary and partial derivation, application, antiderivatives, definite and multiple integrals, infinite series, applications.

*109. INTRODUCTION TO MATRIX THEORY *First semester, 3 hours*

Prerequisite: Mathematics 12.
Matrices, linear transformations, systems of linear equations, determinants, quadratic forms.

111. DIFFERENTIAL EQUATIONS *First semester, 3 hours*

Prerequisite: Mathematics 99:100.
Classification and solution of common types of ordinary differential equations. Applications to problems arising in the physical sciences.

112. METHODS OF APPLIED MATHEMATICS *Second semester, 3 hours*

Prerequisite: Mathematics 111.
Vector analysis, introduction to complex variables, characteristic value problems, Laplace transforms, Bessel functions.

121:122. ADVANCED CALCULUS *Two semesters, 6 hours*

Prerequisite: Mathematics 99:100.
Introduction to point set topology, continuity, uniform continuity, integration, improper integrals, convergence, uniform convergence, sequences of functions, infinite series.

*151:152. INTRODUCTION TO MODERN ALGEBRA *Two semesters, 6 hours*

Prerequisite: Mathematics 99:100.
Groups, rings, fields, integral domains, vector spaces, matrices, algebraic solution of equations.

*Not offered 1961-62.

PHYSICS

The courses in this subdivision are intended to present Physics as a typical science, and to acquaint students with its relation to other sciences and with some of its applications in the fields of research, engineering, radio communication, medicine, and dentistry.

Bachelor of Arts With a Major in Physics

MAJOR: A major in Physics requires thirty hours. Mathematics through differential equations is indispensable.

MINOR: A minor in Physics requires eighteen hours.

COURSE REQUIREMENTS

MAJOR (Physics) (Physics 51-52, 181, 182**; Math. 11:12; 99, 100; 111 are required; Chemistry 1-2 is recommended; Chemistry 151:152 may count on the physics major)	30 hours
MINOR	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts, including 60 or 61	4 hours
Foreign Language (German or French recommended)	6-14 hours
P. E. 7, 8	1 hour
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Pre-medical students will add Biology 45, 46; and 145; and Chemistry 1-2, 63, 102, 113-114.

**Students who have worked in the department research project as research assistants may, with the approval of the department, waive an equivalent part of this requirement.

The enlarged Hackman Hall →



Bachelor of Science With a Major in Physics

(For students planning graduate work in physics)

COURSE REQUIREMENTS

MAJOR (Physics)	40 hours
Including: Physics 51-52; 181, 182**. The remaining hours may be selected from any offering in the Physics Department, except Physics 2, from Physical Chemistry (Chemistry 151:152) and from Methods of Applied Mathematics (Math. 112)	
Mathematics	21 hours
Including: Math. 11:12; 99, 100; 111.	
Chemistry 1-2	8 hours
Cognate requirement for major	4 hours
Industrial Arts 1:2; 15:16; 51:52.	
English 1-2	6 hours
Literature 51, 52, 61 or 62	2 hours
Fine Arts 60 or 61	2 hours
Foreign Language: German 21-22; 83-84	6-14 hours
(This requirement can be adjusted for those having started French or Russian.)	
P. E. 7, 8	1 hour
Religion	12-16 hours
Social Science	10 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

2. INTRODUCTION TO PHYSICS *Second semester, 3 hours*

This course is designed specifically for students preparing for elementary school teaching. Simple demonstrations of physical principles, using materials available in the home or school, and discussion of basic ideas involved; emphasis is laid on application (to home appliances, automobile, and such things) and on the perception of character lessons in the material. Open only to students in elementary education curriculum. Two hours lecture, three hours laboratory, each week.

51-52. GENERAL PHYSICS *Two semesters, 8 hours*

Prerequisite: Math. 11:12 or 5:6 or equivalent.

An introduction to the traditional fields of physics using a combination of

**Students who have worked in the department research project as research assistants may, with the approval of the department, waive an equivalent part of this requirement.

← M.V. Social Activity

everyday experiences with automobiles, musical instruments, etc., and the tools of algebra and trigonometry. Discussion of modern physics: atomic physics, x-rays, nuclear physics, earth satellites, and the like. Three hours lecture, three hours laboratory each week.

53-54. EXTRA HOUR OF GENERAL PHYSICS FOR MAJORS AND ENGINEERING STUDENTS *Two semesters, 2 hours*

Prerequisite: Math. 99, 100 concurrently.
One class period per week on advanced problems and derivations relevant to the coursework in Physics 51-52. Open only to physics majors and pre-engineering students; must be taken concurrently with Physics 51-52.

*61-62. DESCRIPTIVE ASTRONOMY *Two semesters, 6 hours*

An elementary study of our solar system and its relation to the stellar universe. Two hours lecture, three hours laboratory each week.

81. ELECTRONICS *First semester, 4 hours*

Prerequisite: One unit of secondary mathematics.
A non-mathematical treatment of common receivers, transmitters, and transducers as the microphone, speaker, and antenna. Three hours lecture, three hours laboratoy each week.

91. INTRODUCTION TO INDUSTRIAL SPECTROSCOPY *First semester, 1 hour*

Lectures, laboratory work, and field trips designed to introduce the student to the field of industrial spectroscopy. Meets once a week in the evening for an average of two hours with an average of one hour's outside work. Mr. Vivion Shull, of Tennessee Products Corporation, and the staff of SMC Physics Department.

92. ASTROPHYSICS *Second semester, 3 hours*

Prerequisites: Math 11:12; Physics 51; Physics 52 concurrently.
Experimental information about the light from the stars is studied using the concepts developed in General Physics. Various states of matter; diffusion and scattering of radiation through matter. The material in this course does not depend heavily upon that of Descriptive Astronomy, and hence Physics 61 is not prerequisite to this course.

102. PHYSICAL OPTICS *Second semester, 4 hours*

Prerequisites: Physics 51-52; Math. 99, 100.
Refraction, reflection, interference, and absorption of light are discussed from the standpoint of the particle and especially of the wave theories of light. The modern concept of the photon and of matter waves are used. Three hours lecture, and three hours laboratory each week.

*103. KINETIC THEORY *First semester, 3 hours*

Prerequisites: Physics 51-52; Math. 99, 100.
Many properties of gases, liquids, and solids can be derived from the assumption that matter is composed of small particles in motion. Three hours lecture each week.

---

*Not offered 1961-62.

104. NUCLEAR PHYSICS *Second semester, 3 hours*
Prerequisites: Physics 51-52; Math. 100 concurrently.
The contributions of each of several models of the nucleus to our understanding of radioactivity, fusion and fission. Discussion of the source of stellar energy, and of age dating the universe. The inductive nature of our understanding of the nucleus will be stressed.

123:124. ATOMIC PHYSICS *Two semesters, 6 hours*
Prerequisites: Physics 51-52; Mathematics 111 concurrently.
Analysis of atomic spectra from the Bohr-Sommerfeld model of the atom. Introduction to the wave mechanics.

*126. NUCLEAR PHYSICS INSTRUMENTS LABORATORY *Second semester, 1 hour*
Prerequisite: Physics 52.
Electromagnetic measurements and radiation measurements; gamma ray intensity and absorption; dosimetry. Three hours laboratory each week.

151:152. ANALYTIC MECHANICS *Two semesters, 6 hours*
Prerequisites: Physics 51-52; Mathematics 111 concurrently.
The mechanics of general physics is reformulated in more advanced terms, and problems such as that of the gyroscope are discussed. Introduction to the theory of relativity. Vectors are discussed as needed.

*161:162. ELECTRICITY AND MAGNETISM *Two semesters, 8 hours*
Prerequisites: Physics 51-52; Math. 111 or concurrently.
The electromagnetic principles of general physics are reformulated in advanced terms so that problems may be discussed such as wave guides. Vectors are introduced as needed. Three hours lecture and three hours laboratory each week.

181, 182. SPECTROSCOPY *Either semester, Up to 4 hours*
The student takes part in the research project under way in the Physics department and becomes familiar with research procedure and reporting. This course is limited to majors and minors.

191. PROBLEMS IN PHYSICS *Either semester, 1 hour*
Individual research work in some field of Physics elected by the student.

*Not offered 1961-62

NURSING

HARRIET SMITH, *Chairman;* CATHERINE GLATHO, *Associate Chairman;* BARBARA BEAVERS, FLORENCE CULPAN, RUBY JOHNSON, MIRIAM KERR, CHRISTINE KUMMER, EDITH LAUER, MERLE SILLOWAY

PHILOSOPHY

The philosophy and objectives of Christian education as stated by the college, being based on a belief in God and Jesus Christ as the Creator and Redeemer, emphasizes the brotherhood and individual worth of man. It is on this basis that the philosophy and objectives of the Division of Nursing are built; therefore, the faculty of the Division accepts the responsibility for promoting the development of the physical, mental and spiritual wholeness of the student.

The curriculum is built on the premise that education for the practice of nursing is best accomplished by a combined liberal arts and professional program. Throughout the curriculum an effort is made to promote learning through observation and individual investigation and to guide the student in obtaining and applying knowledge in an atmosphere which seeks to stimulate a spirit of inquiry.

The faculty believes that Christian professional nursing is a service that contributes to the betterment of health, the preservation of life and the prevention of disease. Such care is directed toward restoring man to wholeness and may be implemented through remedial measures, health teaching and the exemplary life of the nurse.

The Division has as its aim the preparation of the graduates for beginning positions in all areas of nursing, including public health.

OBJECTIVES

Curriculum offerings are planned to assist the student in developing:

1. Understanding of principles underlying nursing care thereby enabling the student to carry out necessary measures adequately and safely after sufficient orientation in policies and procedures of the agency.
2. Ability to identify spiritual needs and assist in satisfying such needs.
3. Ability to assess the patient's needs and execute plans for care.
4. Beginning skills in leadership.
5. Ability to participate and an interest in health education activities.
6. Interest in continuous professional growth.
7. Ability to identify his role in the health team and function effectively.

Bachelor of Science in Nursing

MAJOR (Nursing) ..... 62 hours
Including 27, 29, 54, 60, 104, 105, 110, 111, 120, 130, 160, 165, 170, 192.

Applied Arts, Home Economics 61 and 131 ..... 4 hours

Communication Arts ..... 10 hours
English 1-2; Speech 5; Literature 51, 52, 61 or 62.

Education-Psychology-Health ..... 7 hours
Psychology 51, 112; P.E. 7, 8.

Fine Arts ..... 2 hours

Natural Sciences ..... 19 hours
Biology 11-12; 22; Chemistry 6, 6a, 7, 8.

Religion ..... 12 hours
Religion 11, 12; 54; 93; 95.

Social Science ..... 9 hours
Sociology 20; 61; 82; History 53 or 54.

The curriculum covers four academic years in which the student completes approximately half his work in liberal arts and science courses, and half in the major field, with a total of 128 semester hours.

The student spends the freshman academic year and the first semester of the sophomore year on the Collegedale campus. Following this, the student registers on the Orlando campus. The senior year is spent on the Collegedale campus, completing the major in nursing.

Students from other colleges having completed the prescribed curriculum for registration on the Orlando campus may be eligible to register in the sophomore year of the curriculum in nursing. The faculty reserves the right to make curriculum changes at any time in harmony with current trends in education.

Specific Entrance Requirements:

English	3 units
Mathematics (one of which must be Algebra; Business Math. not accepted)	2 units
Natural Science (one laboratory science required)	2 units
Social Science	2 units
Religion (one unit for each year in an academy, up to 3 units)	3 units

The Division reserves the right to ask any student who gives evidence that in any phase of work or social life he is out of harmony with the philosophy of the school or whose progress is in general unsatisfactory to withdraw or transfer to another field.

27. INTRODUCTION TO NURSING *First semester, 3 hours*
A brief orientation to the field of nursing and the responsibilities of the nurse as a member of the health team. This course is designed to help the student to become aware of his own health needs and those of the public. It includes an introduction to some basic principles and skills of assessing a person's health status.

29. INTRODUCTION TO NURSING FUNCTIONS *First semester, 2 hours*
An introduction to nurse-patient and nurse-co-worker relationships and to professional communication techniques.

†54. NURSING I *Second semester, 6 hours*
An introduction to the care of patients manifesting common nursing problems. Emphasis is placed on the principles underlying the care given to all patients including comfort, hygenic, and rehabilitative measures. Some consideration is given to diet therapy, pharmacology and physical therapy.

†55. NURSING II *Either semester, 6 hours*
A continuation of Nursing I. The student is introduced to the nursing diagnosis through the care of selected patients with medical-surgical problems. Pre-operative, operative and post anesthesia experience is included. Emphasis is placed on beginning ability to cooperate with the health team in providing for continuity of patient care in the home, hospital and other agencies.

60. NURSING PROBLEMS A — *Either semester, 2 hours*

Common components of the science of nursing are considered. Emphasis is also given to the professional development and relationships of the nurse with patients and co-workers.

†104. NURSING III — *First and second semesters, 6 hours*

A continuation of Nursing II with emphasis on assisting the student to assess and plan for meeting the patient's nursing-care needs. Increased emphasis is given to individual patient health instruction.

†105. NURSING IV — *Second semester, 6 hours*

A continuation of Nursing III, in which the student is given an opportunity to become increasingly self-directive in giving and planning for patient care. Principles of team leadership and the administration of a nursing unit are considered. Practice as a team leader and group teaching are included.

110. NURSING PROBLEMS B — *First semester, 2 hours*

A continuation of 60 Nursing Problems A.

111. NURSING PROBLEMS C — *Second semester, 2 hours*

A continuation of 110 Nursing Problems.

†120. MATERNITY NURSING — *First and second semesters, 6 hours*

Prerequisite: Nursing I.

The study of pregnancy, labor, delivery, the post partum period and care of the newborn. Emphasis is placed on understanding and meeting total family health needs.

†130. NURSING OF CHILDREN — *First and second semesters, 5 hours*

Prerequisite: Child Growth and Development, Nursing I.

Includes instruction in the principles of the nursing management of the sick child and the rehabilitative, preventative and control aspects as relating to disease and disabilities. Stress is given to the role of the nurse in providing emotional support for the child and family.

*160. PUBLIC HEALTH SCIENCE — *First and second semesters, 2 hours*

The study of the principles, trends, organization and administration of community health service. The epidemiology and control aspects of communicable disease and environmental health principles are included.

*†165. PUBLIC HEALTH NURSING — *First and second semesters, 6 hours*

Includes study of the history and development of public health nursing and the responsibilities and activities of the nurse in such a program. Application of these principles are made to health programs sponsored by the Seventh-day Adventist Church. Practice in a public health agency includes conferences, clinics, family and school visits.

†170. PSYCHIATRIC NURSING — *First and second semesters, 6 hours*

Instruction covers knowledge, understanding, skills and attitudes essential to the nursing care of patients with psychiatric disorders. Preventative and rehabilitative aspects are included.

192. NURSING HISTORY AND TRENDS *Second semester, 2 hours*
The development of nursing, including the progress of the Seventh-day Adventist health program; trends in nursing; opportunities for the graduate nurse; job selection; and placement after graduation.

†Course includes correlated laboratory practice or field work. A semester hour of credit for laboratory practice or field work is defined as a three- or four-hour period of weekly practice for one semester or approximately eighteen weeks.
*Not offered 1961-62.

RELIGION, THEOLOGY, APPLIED THEOLOGY

OTTO H. CHRISTENSEN, *Chairman;* K. R. DAVIS, ROBERT FRANCIS, GORDON HYDE, HERMAN RAY, CLIFFORD A. REEVES

The course in theological training at Southern Missionary College is integrated with the curriculum of the School of Religion at Andrews University, Berrien Springs, Michigan. This program requires five years, the first four of which are taken at this college and the fifth at the School of Religion. A total of 128 semester hours leading to the Bachelor of Arts Degree will be taken on the undergraduate level, and the fifth year in Religion will be taken on the graduate level.

Approval for entrance into, and continuance in, the ministerial curriculum of Southern Missionary College is to be secured from the sub-committee on Ministerial Recommendations, which is guided by the standards and procedures expected of each theology student. These standards and procedures for obtaining a degree in this field will be obtainable at the time of registration or from the Division of Religion office. Each theology student will be held responsible for obtaining this information.

ENTRANCE REQUIREMENTS FOR THE SCHOOL OF RELIGION

Those students planning to attend the School of Religion at Andrews University should closely observe the following list of requirements and recommended courses.

	Semester Hours
Religion and Applied Theology	36 hours
At least 26 hours in Bible	
Greek	12 hours
English, Literature, Speech	16 hours
History, Social Studies	16 hours
Natural Sciences	6 hours
Psychology, Education	7 hours
Health and Religion	2 hours
Total	95 hours

Electives to meet major, minor, and department requirements as well as the total hours required for the bachelor's degree.

It is recommended that the above minimum entrance requirements include the following courses or subjects:

Religion and Applied Theology
- Life and Teachings of Jesus
- Bible Doctrines
- Daniel and the Revelation
- The Spirit of Prophecy
- Introduction to the Ministry (6 semester hours)

English, Literature, Speech
- Composition
- Literature (World Literature preferred)
- Fundamentals of Speech

History
- European Civilization
- The Ancient World

Social Studies
- Sociology or Political Science (a minimum of 3 semester hours)

Psychology, Education*
- General or Child Psychology (a minimum of 2 semester hours)
- Principles of Education (a minimum of 2 semester hours)
- Elementary School Administration (a minimum of 2 semester hours)
- (To a total of 7 hours applying toward the three-year elementary teacher certificate)

Bachelor of Arts With a Major in Theology

COURSE REQUIREMENTS AND RECOMMENDATIONS

MAJOR (Religion and Bible) ..... 30 hours
Required: Bible 11, 12, 165, 166; Religion 5, 59, 60.

*Students who plan to teach at the secondary level and to secure the five-year secondary certificate from the Department of Education of the General Conference of Seventh-day Adventists should take a minimum of 15 semester hours of professional training in education in the senior college or otherwise secure such credits before entering the profession of teaching.

Applied Theology ..... 6 hours
Required: Introduction to the Ministry 175, 176;
Recommended: Personal Evangelism 73.

MINOR ..... 18 hours

Psychology ..... 7 hours
Required: Education 21, 51, 142.

English 1-2, Literature 51, 52 or 61, 62 ..... 10 hours

Speech ..... 8 hours
Required: 5:6. 119-120.

Fine Arts 60 or 63 required ..... 6 hours
Recommended: Music 24 and 63.

Foreign Language ..... 14 hours
Required: Greek 31-32; 101, 102.

Health ..... 3 hours
Required: P.E. 7, 8; Health 53.

Natural Science—Mathematics ..... 12 hours
(Six hours must be a science with laboratory)

Social Science ..... 16 hours
Required: 1, 2; Recommended: 6, 82, 151, 152.

Applied Arts ..... 4 hours

Electives—sufficient to make a four-year total of 128 semester hours.

Bachelor of Arts With a Major in Religion

Only students with a double major, pre-medical students, women, or male students above 35 years of age at the time of their registration will be permitted to take a major in religion without meeting the other requirements of the theological curriculum.

COURSE REQUIREMENTS

MAJOR (Religion and Bible)	30 hours
Required: 5; 11,12; 59,60; 165; 166.	
MINOR	18 hours
(Applied Theology does not count, except course 73)	
English 1, 2; Literature 51, 52 or 61, 62	10 hours
Fine Arts 60 or 61	6 hours
Foreign Language	6-14 hours
P. E. 7, 8	1 hour
Natural Science—Mathematics	12 hours
Social Science 1, 2	12 hours
Applied Arts	4 hours
One of the following courses is required:	
Education 21; Health and Religion 53	2 hours
Electives—sufficient to make a four-year total of 128 semester hours	

For a minor in religion 18 hours in Bible and Religion are required, of which 6 hours must be upper division. Applied Theology (except course 73) and religious history do not count.

Four-year Curriculum for Bible Instructor

Students who desire to take a four-year course of studies in preparation for the work of a Bible Instructor will be expected to meet the same admission requirements and scholastic performance as required of all candidates for the Bachelor of Arts degree.

COURSE REQUIREMENTS

MAJOR (Religion and Bible)	30 hours
Required: Bible 11,12; 165, 166; Religion 5; 53; 59; 60; Applied Theology 73.	
MINOR	18 hours
English 1, 2; Literature 51, 52 or 61,62	10 hours
Fine Arts 60 or 63; and at least 2 hours or its equivalent in piano or organ recommended	6 hours
Foreign Language (Greek recommended)	6-14 hours
Health 4; P.E. 7, 8	3 hours
Home Economics 1, 2; 41; Recommended: 25, 26; 61	10 hours
Natural Science—Mathematics:	12 hours
(Six hours must be a science sequence with laboratory)	

Social Science: Required: 1, 2; 82;
Recommended: 6; 155, 156 ..... 12 hours
Speech 5:6 ..... 4 hours
Electives sufficient to make a four-year total of 128 semester hours.

BIBLE

1, 2. BIBLE SURVEY *Two semesters, 4 hours*
An introduction to the Scriptures, required of those who have not had Old or New Testament history in the secondary school. Exemption may be obtained by examination. Credit for this course does not apply on a major in religion.

11, 12. LIFE AND TEACHINGS OF JESUS *Two semesters, 4 hours*
The inter-testamental background of the times of Jesus, as well as a chronological study of Jesus' life and teachings, as found in the four Gospels. Also included are the spiritual lessons from this study.

51, 52. SURVEY OF BIBLE PROPHECY *Two semesters, 4 hours*
Introductory study of the great lines of Bible prophecy with special emphasis on the books *Daniel* and *The Revelation.*

131, 132. OLD TESTAMENT PROPHETS *Two semesters, 6 hours*
A survey of the major and minor prophets of the Old Testament including a background of their lives and teaching, with the application of their messages for modern man.

151, 152. PAULINE EPISTLES *Two semesters, 6 hours*
An exegetical study of the Pauline epistles in the order of their composition, including a background survey of the book of Acts.

165. DANIEL *First semester, 2 hours*
Prerequisite: Social Science 1, 2 or 131, 132.
A comprehensive study of the great prophecies of the book of Daniel and their lessons for our day, including a survey of its background and historical setting. Special attention is given to the defense of the book against modern critics.

166. REVELATION *Second semester, 2 hours*
Prerequisite: Social Science 1, 2 or 131, 132.
A study of the prophecies and symbolisms of this book with their historical fulfillments and their intimate relationships to the prophecies of the book of Daniel.

RELIGION

5. PROPHETIC GIFT *First or second semester, 2 hours*
A study of the Scriptural background of the Spirit of Prophecy in the Old and New Testament with special emphasis on its manifestation in the remnant church in harmony with prophetic predictions. Objections and problems connected with its manifestation will be given consideration.

53. HEALTH AND RELIGION *One semester, 2 hours*
A study of the origin, development, and principles of healthful living and its relation to the Christian life, both in diet and temperance, as set forth in the Spirit of Prophecy. Special emphasis is placed on denominational health standards and their harmony with scientific research today.

†59, 60. FUNDAMENTALS OF CHRISTIAN FAITH *Two semesters, 4 hours*
A study of the doctrines of the Christian faith and their application to life.

*155. CHRISTIAN APOLOGETICS *First semester, 2 hours*
A study of the defense of the Christian faith and Biblical doctrines of a polemical nature such as predestination, the problem of suffering, the nature of Christ, etc.

†160. DOCTRINE OF THE ATONEMENT *Second semester, 2 hours*
A study of the great underlying principles of the plan of salvation as illustrated to Israel by the sanctuary service.

*†174. MANUSCRIPTS OF THE BIBLE *Second semester, 2 hours*
A study of the ancient sacred writings of Israel and their preservation and development into our present Bible, with emphasis on the discovery and classification of manuscripts and the various versions and revisions.

184. ESCHATOLOGY *Second semester, 2 hours*
A study of the concepts in prophetic literature that pertain to the end of the world and the consummation of the Christian hope.

†194. PROBLEMS IN RELIGION *Second semester, 2 hours*
Guided research in religious problems. Open only to religion majors with 20 semester hours credit in religion.

APPLIED THEOLOGY

73. PRINCIPLES OF PERSONAL EVANGELISM *First semester, 2 hours*
A study of methods for doing personal work in winning men to Christ, including the preparation and art of giving Bible studies. Credit for this course can apply on a major or minor in religion for all students except theology students.

119, 120. HOMILETICS AND PULPIT DELIVERY *Two semesters, 4 hours*
Prerequisite: Speech 5:6.
Training in the preparation and delivery of the various types of talks and addresses the Christian worker or preacher is called upon to give.

174. EVANGELISTIC METHODS *Second semester or summer, 2 hours*
A specialized course in the procedures of public evangelism and revivals generally offered in the summer under the direction of the Southern Union Conference evangelist. This will include learning and laboratory participation with college credit.

175. INTRODUCTION TO THE MINISTRY *First semester, 3 hours*
A study of the man who performs as a minister, including the call to the ministry, intellectual and spiritual qualification and ways in which he should be prepared in order to render successful service to the church.

176. INTRODUCTION TO THE MINISTRY *Second semester, 3 hours*
A study of the various duties and responsibilities of a minister and how to perform them.

RELIGIOUS HISTORY

6. AMERICAN CHURCH HISTORY *Second semester, 2 hours*
A general survey of the revivals and religious developments during the

†Will not apply for State Teacher Certification.
*Not offered 1961-62.

early American period, with special emphasis on the nineteenth and twentieth century denominational growth and the development of the Advent Movement up to the present time. Does not apply on State Teacher Certification.

155, 156. HISTORY OF CHRISTIANITY *Two semesters, 6 hours*
A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

Two-year Curriculum for Bible Instructor

For admission requirements see page 36.

This curriculum is intended to prepare young women for work as Bible instructors in connection with the evangelistic activities of the Seventh-day Adventist denomination.

Religion 1, 2 (or 11, 12); 5; 59, 60	12 hours
English 1-2	6 hours
Applied Theology 73	2 hours
Natural Science	6 hours
Social Science 1, 2, 82	8 hours
Home Economics 1, 2	5 hours
Speech 5:6	4 hours
P.E. 7, 8; Health & Religion 53	3 hours
Fine Arts 60 or 63	4 hours
Psychology 51	3 hours
Electives	10 hours

Religion Courses Offered on the Orlando Campus

54. PRINCIPLES OF SPIRITUAL THERAPY AND WORLD RELIGION *Either semester, 2 hours*
An understanding and use of the basic principles of Christianity as taught and applied in the medical ministry of Christ. A survey of the non-Christian religions with a more detailed study of the major Christian religions emphasizing how a knowledge of these beliefs may assist the nurse in professional relationships.

93. FUNDAMENTAL BIBLE PRINCIPLES *Either semester, 2 hours*
A study of the teaching of the Bible as related to modern life.

95. PERSONAL EVANGELISM *Second semester, 2 hours*
Basic Bible truths and methods of sharing these truths effectively with others are studied with special consideration given to recognizing and developing opportunities for spiritual ministry in Christian nursing service.

SOCIAL SCIENCES

E. T. WATROUS, *Chairman;* JAMES ACKERMAN, CLYDE BUSHNELL, JEROME CLARK

The objectives of the Division of Social Sciences are to aid in the application of divine ideals to all human relationships; to foster an appreciation of true social and political culture, locally, nationally, and internationally; to develop an intelligent understanding of the relationship between history and Biblical prophecy; and to prepare teachers in the social sciences.

The purpose of the social studies is to assist the student in understanding the complexities of modern society and how the providence of God has influenced history. It is designed to enable him to prepare himself and others for the service of mankind here and for the life hereafter.

HISTORY

Bachelor of Arts With a Major in History

COURSE REQUIREMENTS

MAJOR (History)	30 hours
Including: 1, 2; 53, 54; 182; 183.	
MINOR	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Fine Arts 60 or 61	4 hours
Foreign Language	6-14 hours
P. E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Applied Arts	4 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

MAJOR: A major in history requires thirty hours. It shall include History 1, 2; 53, 54; and 182; 183, and may include six hours of upper biennium political science credit. History majors should choose one of the following fields for the minor: Business and Economics, Secondary Education, Religion.

MINOR: For a minor in history eighteen hours are required including History 1, 2; 53, 54. It should include three hours of upper biennium political science credit. The remainder of the requirement should be in the fields of history and political science.

1, 2. SURVEY OF CIVILIZATION *Two semesters, 6 hours*
An introductory consideration of the ancient classical and medieval contributions to our own civilization, and a consideration of modern and current developments.

*51. CURRENT AFFAIRS *First semester, 2 hours*
A course in current political developments of significance both domestic and international. Newspapers and current periodicals are used as materials.

53, 54. AMERICAN HISTORY AND INSTITUTIONS *Two semesters, 6 hours*
A study of the development of the character and civilization of the American people, including their politics and social institutions, and reaching to the present time.

110. MEDIEVAL EUROPE *Second semester, 3 hours*
Prerequisite: History 1 or equivalent.
European History from 500-1200 A.D.

111, 112. RENAISSANCE AND REFORMATION *Two semesters, 4 hours*
Prerequisite: History 1, 2.
An analysis of the revival of learning, from medieval to modern conditions, and of the causes, substance, and effects of the Reformation and Counter Reformation.

131. HISTORY OF ANTIQUITY *First semester, 3 hours*
Prerequisite: History 1, or equivalent.
A study of the ancient nations, chiefly Babylonia, Assyria, Egypt, Persia, and Israel.

132. HISTORY OF THE CLASSICAL WORLD *Second semester, 3 hours*
Prerequisite: History 1, or equivalent.
A consideration of Greek culture, of Alexander's Hellenistic empire, of Roman institutions, and of the impact of Christianity upon the ancient world.

*145, 146. HISTORY OF LATIN AMERICA *Two semesters, 4 hours*
Prerequisite: History 53 and 54, or equivalent.
A survey of the colonial period, and a careful analysis of the political, economic, social, religious, and cultural development of the Latin-American Republics, and their present relation to world affairs.

148. HISTORY OF THE SOUTH *Second semester, 3 hours*
A study of the Old South from the discovery through the war between the states, the reconstruction and the subsequent developments and recent changes, including the current scene.

*151, 152. ENGLISH HISTORY *Two semesters, 4 hours*
Prerequisite: History 1, 2.
An analysis of the political, social, economic, religious and cultural development of Great Britian and its contributions to the world especially in constitutional and democratic institutions.

*Not offered 1961-62.

*153. EARLY AMERICAN BACKGROUNDS *Field school, 3 hours*
Prerequisite: History 53, 54.
An on the ground study of the development of social, cultural, religious and political institutions covering significant places and events form Virginia to New England.

154. MODERN AMERICA *First semester, 3 hours*
Prerequisite: History 54.
A study of American history from 1900 to the present with particular emphasis on social, cultural, intellectual, and political developments.

155, 156. HISTORY OF CHRISTIANITY *Two semesters, 6 hours*
A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

158. THE REVOLUTIONARY ERA *One Semester, 3 hours*
Prerequisite: History 2.
An analysis of the social, political, religious, cultural, and economic movements during the revolutionary period, 1789-1815.

*161. MODERN EUROPE *First semester, 3 hours*
Historical developments in Europe since the rise of the new imperialism and the unification of Italy and Germany, with particular emphasis on the political, economic, and social implications for the second half of the 20th century.

182. HISTORIOGRAPHY *First semester, 1 hour*
Required of History majors this course examines the various theories of history writing and procedures culminating with the Christian philosophy of history.

183. RESEARCH METHODS IN HISTORY *Second semester, 1 hour*
Prerequisite: History 182.
Historical research methods, procedures and materials are examined in conjunction with the preparation of a research project. Required of all History majors.

POLITICAL SCIENCE

115. AMERICAN NATIONAL AND STATE GOVERNMENT *First semester, 3 hours*
The establishment and operation of the Federal Constitution; the national and local judiciary; state, county, and local governments.

*116. AMERICAN DIPLOMATIC HISTORY *Second semester, 3 hours*
Significant developments in American Diplomatic History from the Revolutionary Period to the present are examined with emphasis on trends since 1930.

162. CONTEMPORARY INTERNATIONAL RELATIONS *Second semester, 3 hours*
Prerequisite: History 1 and 2 or 53 and 54 or equivalent.
A critical analysis of the chief factors influencing present-day world affairs, with special emphasis on the ideological and religious background of current conflicts.

*Not offered 1961-62.

SOCIOLOGY

20. INTRODUCTION TO SOCIOLOGY — *Either semester, 2 hours*
A study of the problems of society and group behavior patterns.

61. CULTURAL PATTERNS — *First semester, 2 hours*
A study of cultural development based on regional environment, the factors that create certain cultural patterns. The origin and nature of contemporary cultures.

82. MARRIAGE AND THE FAMILY — *Either semester, 2 hours*
A course in the ethics of human relationships including the place of the family in society, a Christian approach to the problem of marriage and family life and the inter-relation of parents and children.

156. FIELD OF SOCIAL WORK — *Second semester, 3 hours*
The historical background, methods, and functions of public and private programs in the field of social welfare.

GEOGRAPHY

142. WORLD GEOGRAPHY — *Second semester, 3 hours*
Maps, land forms, soil, mineral resources, weather, and climate are considered. Man's adjustment to various physiographic regions is studied.

PRE-PROFESSIONAL CURRICULUMS

Southern Missionary College offers pre-professional and pre-technical curriculums in a wide variety of fields. These open the way for students to enter professional schools of their choice for more specific training, or to enter upon a career as technicians.

The College is prepared to cooperate with students desiring to enter fields not listed below, and will work out special sequences of courses needed to meet the entrance requirements to such institutions as may be chosen.

PRE-MEDICAL

Nearly all medical colleges now require a bachelor's degree of all candidates. Therefore students who later expect to enter a medical college should register as candidates for a Bachelor of Arts Degree, selecting suitable majors and minors.

Students planning to transfer to the College of Medical Evangelists, Loma Linda, California, or any other medical college, should select entrance courses as outlined in the current bulletin issued by that college. Currently these essential courses for CME include:

	Semester Hours
Biology 45, 46; and 145	11
English 1-2	6
Foreign Language	6-14
Chemistry 1-2; 63; 102; 113-114	20
Mathematics 5:6 or 11:12	6
History 53, 54	6
Physics 51-52	8
Religion	12-16

The quality of scholarship required for entrance demands that a grade-point average in natural sciences and other subjects, figured separately, should be not less than 1.5 and a higher grade-point average is desirable. Actually the College of Medical Evangelists is not now accepting any candidates with less than a 1.7 grade-point average. Students who do not reach this grade-point average will not be recommended.

PRE-DENTAL

Class A dental colleges require a minimum of two years (sixty hours) of college work, including certain prescribed courses. Students planning to enter the Dental School of the College of Medical Evangelists, Loma Linda, California, should plan on three years of college work, to include the following courses:

	Semester Hours
Biology 45, 46 and 145	11
Chemistry 1-2; 113-114	16
English 1-2	6
Mathematics 5:6 or 11:12	6
Physical Education 7, 8	1
Physics 51-52	8
Religion	8

PRE-LABORATORY TECHNICIAN

Southern Missionary College prepares students for admission to the School of Laboratory Technique of the College of Medical Evangelists. Admission requirements to this pre-medical technology curriculum are the same as for curriculums leading to the Bachelor of Science Degree. Three years of college, totaling 96 semester hours, are required as preparation for entrance to a school of medical technology. The 96 hours must include:

	Semester Hours
History 53 or 54	3
American National and State Government 115	3
Mathematics 5:6 or 11:12	6
Physics 51-52	8
Biology 11, 12; 22; 45, 46	18
Chemistry 1-2; 63; 102; 113-114; 171	24
Religion	12
English 1-2	6
Psychology 51	3
Foreign Language (German, French, Spanish, or Greek)	8

A student presenting two units of the same foreign language from the secondary school may be exempted from this requirement.

Biology 146 may be substituted for Biology 11.

Further information regarding the requirements of the School of Laboratory Technique, College of Medical Evangelists, Loma Linda, California, may be obtained from the bulletin of that school. Students who complete the above courses in college plus the one-year laboratory technician's curriculum in the School of Laboratory Technique at the College of Medical Evangelists will receive the Bachelor of Science Degree from that institution.

PRE-X-RAY TECHNICIAN

Thirty semester hours are needed for admission to the College of Medical Evangelists School of X-ray Technique. The following courses should be taken:

	Semester Hours
Anatomy and Physiology 11, 12	6
Chemistry 7-8	6
Mathematics 5:6 or 11:12	6
General Physics 51-52	8
Religion	6

PRE-OPTOMETRY

The optometry course usually consists of a five-year curriculum, the first two years of which may be taken in an accredited college. The following courses which should be included in the two years' work will fulfill the requirements in most colleges of optometry. The student, however, should check with the requirements of the school of his choice.

	Semester Hours
Biology 45, 46	8
Chemistry 1-2	8
English 1-2	6
Mathematics 11:12; 99:100	16
P.E. 7, 8	1
Physics 51-52	8
Psychology 51	3
Religion	6

PRE-PHARMACY

Two years of college work are required for admission to schools of pharmacy. The Bachelor of Science degree in Pharmacy may be obtained at the University of Tennessee and most other universities in three additional years after completing the following courses in Southern Missionary College. Only students having an average of C are admitted to schools of pharmacy. The following courses are required by the University of Tennessee:

	Semester Hours
English 1-2	6
Speech	2
Literature or foreign language	2
Zoology 45, 45 (or equivalent)	8
Physics 51-52	8
Mathematics 11:12 or 5:6	6 to 8
General Chemistry 1-2	8
Economics	3
Political Science, Sociology or History	3

Electives to make a total of at least 60 semester hours.

The electives should be scheduled in Business Administration or the social or natural sciences. Quantitative Analysis is recommended.

PRE-PHYSICAL THERAPY

The College of Medical Evangelists requires two years of college work for admission. The following courses should be included in the curriculum.

	Semester Hours
Religion	8
History 53 or 54	3
Political Science 115	3
Psychology 51 and electives	6
English 1-2	6
Speech 5:6	4
P.E. 7, 8 and electives	2
†Biology 22; 45, 46	12
Chemistry 7-8 (or 1-2)	6

Electives from any field to make total of 62 sem. hrs.

†Other Biology courses may be substituted but Human Anatomy and Physiology will not apply. General Zoology is recommended.

PRE-DENTAL HYGIENE

Students planning to take the Dental Hygiene Curriculum at the College of Medical Evangelists should take two years of college work (64 semester hours) and include the following:

	Semester Hours
Business Administration 11	3
Biology 2, 11, 12, 22	13
Chemistry 1-2, 81	12
English 1-2	6
History 53, 54	6
Home Economics 2	2
Physical Education	2
Psychology 51	3
Secretarial Science 13	2
Sociology 20	2
Speech 5:6	4
Religion	8

PRE-ENGINEERING

Although Southern Missionary College does not offer an engineering degree, a two-year preparatory curriculum is offered, the completion of which enables students to transfer to an engineering school without loss of time. For the first two years all engineering students take approximately the same natural sciences, mathematics, and core-curriculum courses. The following embodies the basic requirements.

	Semester Hours
Chemistry 1-2	8
English 1-2	6
Mathematics 11:12; 99:100	16
P.E. 7, 8	1
Physics 51-52; 53-54; 81	14
Industrial Arts 1:2	4
Religion	8

PRE-LAW

The program below has been fashioned to meet the requirements of the Law School of the University of Tennessee and others accredited by the National Association of American Law Schools. Students who complete 96 semester hours with a grade-point average of 1.0 or better

may receive the Bachelor of Arts Degree from Southern Missionary College upon satisfactory completion of 32 semester hours in the law school provided:

1. That the last year of pre-professional work be taken in residence at Southern Missionary College.

2. That application for this degree be made before entering the law school.

3. That the student maintain up to the time of his graduation a pattern of living and conduct compatible with the aims and objectives of Southern Missionary College.

4. That the student fulfills the requirements for a major and a minor.

The courses as outlined below should be in the three-year curriculum necessary for entrance to a law school.

	Semester Hours
English 1-2; 51, 52 or 61, 62	10
Language	6-14
Religion	12
Science	12
Social Science 53, 54, 115	9
Business Administration 55, 56	4
Psychology	3
Speech 5:6	4

FINANCIAL INFORMATION

EXPENSES

Having met the full financial and labor requirements the student has actually covered only part of the full cost of his instruction and maintenance. The deficit is covered by gifts, subsidies, and funds from other sources. The educational opportunity afforded each student in Southern Missionary College represents a large investment in land, buildings and equipment, averaging nearly seven thousand dollars for each student enrolled.

BASIC COSTS

RENT IN RESIDENCE HALLS

Residence Hall accommodations are rented for the school year and charged to the student in nine equal payments September through May. Should a student discontinue school before the end of the term his room charge shall end with the close of the month during which he leaves. The basic monthly room charge is as follows:

New Women's Residence Hall	$25.00
Talge Hall and Maude Jones Hall—men	21.00
Room with adjoining bath	23.00

This charge is based on two students occupying a room. A student may be granted the privilege of rooming alone when sufficient rooms are available. The surcharge for this arrangement is $5.00 monthly. Where three students occupy one room, the monthly charge per student is reduced by $2.00. No refund is made because of absence from the campus either for regular vacation periods or for other reasons.

MARRIED STUDENTS' HOUSING

The college provides approximately forty-five apartments for married students. These range in size from one room to four rooms and most are unfurnished. Rents range from $20.00 per month to $45.00 per month. Prospective students are invited to write to the Assistant Business Manager for details. A reservation deposit of $10.00 is charged. This is refunded on the student's final statement of the school year pending satisfactory clearance of housing.

There are fifty or more privately owned apartments in the Collegedale community. These also are available to students. Information may be supplied by the Assistant Business Manager upon request.

BOARD CHARGES

The cafeteria plan of boarding is used, which allows the student the privilege of choosing his food and paying only for what he selects. The minimum monthly charge for dormitory students is $20.00 for women and $24.00 for men. This covers a full calendar month. Board charges for students vary greatly. The average monthly charge of the past school year was approximately $40.00 for men and $30.00 for women. However, individual charges varied from minimum to over $70.00 for men and from minimum to nearly $60.00 for women.

No reduction of the minimum charge is made for absence from the campus except for specified vacations of one week or more, and in cases of emergency. Three meals a day are served. Students living in the residence halls are expected to take their meals in the dining room.

ADVANCE PAYMENT

An advance payment on or before the date of registration is required of all students including veterans and those expecting colporteur or teaching scholarships. Included in this advance payment is a deposit which is refunded at the close of the school year or upon withdrawal from school.

The amount of this advance payment is determined as follows:

A. Those being charged housing, tuition, and board $175.00
B. Those being charged any two of the three above 150.00
C. Those being charged any one of the three above 125.00

Students registering for music only are not required to pay any advance deposit or general fee, but there is a $2.00 registration fee for all such music students. However, a rental will be levied for use of piano or organ.

The advance payment is distributed as follows:

General Fee $50.00

The General Fee is included in the advance payment. It includes charges for lyceum programs, library fee, laboratory fees, charges for musical organizations, graduation expense, matriculation expense, and rentals on pianos, organs, musical instruments, and typewriters for those whose classes require the use of such.

A 50 per cent refund on the General Fee will be credited to any

student withdrawing on or before the completion of the first nine weeks No refund will be granted thereafter.

For those entering the second semester, the General Fee shall be 70 per cent of the yearly charge. A 25 per cent refund will be given to those entering second semester but withdrawing during the first five weeks of the second semester.

No separate charges are levied for laboratory, music organizations, library, lyceum, or equipment rentals.

Student Association Fee $15.00

The Student Association of Southern Missionary College publishes the school paper, *The Southern Accent,* and the annual, *The Southern Memories.* The Student Association also has other financial obligations such as the payment of major offices, school projects, etc. To cover the costs of these various endeavors a fee of $15.00 per student per year is required. This fee is included in the advance payment and is not refundable.

In the case of married students both attending school only one student association fee is charged per family. However, a charge will be made for the extra photo required for the annual.

Medical Fee

A. Blue Cross-Blue Shield (required of dormitory students not covered by equivalent insurance elsewhere) $15.00
B. Medical examination (required of all students who have not submitted the medical examination form fully completed by a competent physician before registration) 3.00
C. Infirmary care (for dormitory students only) 8.00

Balance of the advance payment will be refunded on the final statement of the school year.

TUITION AND FEES—For 1961-1962 Fiscal Year

Semester Hours	Tuition Per Sem.	Tuition Per Year	General Fee
1	$ 22.00	$ 44.00	$ 5.00
2	44.00	88.00	10.00
3	66.00	132.00	15.00
4	88.00	176.00	35.00
5	110.00	220.00	35.00
6	132.00	264.00	35.00
7	154.00	308.00	50.00

8	176.00	352.00	50.00
9	198.00	396.00	50.00
10	220.00	440.00	50.00
11	234.00	468.00	50.00
12	248.00	496.00	50.00
13	262.00	524.00	50.00
14	276.00	552.00	50.00
15	290.00	580.00	50.00
16	304.00	608.00	50.00
17	318.00	636.00	50.00
18	332.00	664.00	50.00

Tuition charges are made in nine monthly installments for the school year beginning with the September statement. The student's class load as of the close of the second week of school becomes the basis of the tuition charge regardless of subsequent reductions in the class program. Late additions, if permitted, will be reflected in an increase in the tuition charged.

It is assumed to be the earnest purpose of each student to secure an education, and since even those working their entire way have time for as much as one half of a full-class load, each residence hall student is urged to carry at least that much school work. Except by permission of the President's Council, the minimum course load a student may carry is eight hours.

The College assumes no responsibility to provide work to students enrolled for less than eight semester hours of class load.

MUSIC TUITION

The charge for any private music instruction is $36.00 per semester, or $72.00 for the year, for a minimum of 15 lessons per semester. This charge is made in eight installments of $9.00 each, in the same manner as the regular tuition. In addition to private instruction in voice, classes of from two to five students are arranged at a cost per student of $22.00 per semester. All persons who wish to take music must enroll for it at the Registrar's Office even if they are not taking it for credit or if music is all they are taking. There is a $2.00 registration fee for those who are taking music only.

Students are expected to enroll for private lessons or class instruction in an instrument or voice by the semester. Each student will receive a minimum of 15 lessons per semester. After the second full week of school, refunds will be permitted only in cases of prolonged illness or withdrawal from school.

FINANCIAL PLANS SUMMARIZED — BOARDING STUDENTS

SOUTHERN MISSIONARY COLLEGE

1961-62

Plan	Sem. Hours	Hours Labor Per Week	Monthly			Year		
			Cash	Labor	Total	Cash	Labor	Total
1	16	0	$125.00	.....	$125.00	$1124.00	.....	$1124.00
2	16	12	89.00	$36.00	125.00	812.00	312.00	1124.00
3	16	18	71.00	54.00	125.00	656.00	468.00	1124.00
4	12	26	35.00	78.00	113.00	336.00	676.00	1012.00
*5	8	56+						

1. This summary is based upon: tuition; a monthly board bill of $35.00 which is average; a labor rate of 70 cents per hour whereas rates vary from 55 cents to $1.00; normal room rent and laundry. No books or music lessons are computed into this summary. Neither is there included the items of expense covered by the advance payment, withholding tax or tithe and church expense.

2. The plans as presented are only approximate. With the great variance of board bills and labor rates a student's cash obligation after labor deduction may vary considerably from this figure. The amount to be paid is that called for by the monthly statements. Tuition will be divided into nine equal payments beginning with the September statement.

3. The figures shown as "Hours of Labor Per Week" opposite Plans 2, 3, and 4 are the average allowed. Therefore students may be required to adjust their hours in accordance with individual capacity.

*Only a few students can be accepted on this plan which is an all-work basis. Write the Assistant Business Manager for information.

BREAKAGE DEPOSIT

Students registered in certain laboratory classes will be charged a $5.00 Breakage Deposit at the time they are assigned a laboratory locker and issued supplies and/or equipment. This amount, less any breakage, will be refunded to the student at the close of his course provided he cleans his locker and equipment in the manner prescribed by the laboratory department involved.

ROOM DEPOSIT FOR SINGLE STUDENTS

Single students not living with their parents are required to reside in one of the College Residence Halls. A residence hall room may be reserved by mailing a $10.00 room deposit to the Director of Admissions at the college. This deposit will be refunded on the September statement of each student registered.

This deposit is not refundable to students who do not register unless notice of nonattendance is received by the College on or before August 15.

HOUSING DEPOSIT FOR MARRIED STUDENTS

Married students accepted for the ensuing term should contact the Assistant Business Manager of the College should they desire to reserve housing from the college. Once housing accommodation is agreed upon, it can be reserved by mailing a $10.00 room deposit to the attention of the Assistant Business Manager.

This deposit will appear to the credit of the student at the time of his departure provided the accommodation is left in good order.

Since the deposit serves not only as a reservation fee but also as a guarantee that the accommodation will be left in good order, all students registered and living in college housing will be charged this deposit.

In case the student's application is not accepted; or if notice of nonattendance is given the College three weeks before the opening of the term, the deposit will be refunded.

LATE REGISTRATION

For late registration $5.00

See page 27 for statement of the exact day and hour when each student is expected to present himself for testing and/or registration.

MARRIED COUPLES AS STUDENTS

For a married couple, enrolled for a total of eighteen hours or more of school work, the regular advance payment, general fee, and schedule of tuition charges shall apply to each.

When a married couple enrolls for a combined total of seventeen hours or less of school work, they shall be charged as one person in the areas mentioned above.

ESTIMATE OF EXPENSES ON THE ORLANDO CAMPUS OF THE DIVISION OF NURSING

The Division of Nursing offers part of its program on the Collegedale campus and part on the Orlando campus at the Florida Sanitarium and Hospital. Charges for tuition and other expenses follow the same schedule as for any college work. The expenses on the Orlando campus which vary are:

Blue Cross-Blue Shield: Our group coverage does not include the Florida campus. The amount included in the advance payment for this coverage will be refunded at the close of the school year to those registered on the Florida campus.

Travel Expense: Students of nursing are responsible for transportation expense incurred while traveling to and from clinical practice assignments.

Uniforms and Cape: Approximately $56.00 will be needed for uniforms and $25.00 for cape if cape is desired. The uniform will be purchased the first semester of the sophomore year while the student is on the Collegedale campus. The cost of the uniforms only may be charged to the student's account if derised.

LAUNDRY AND DRY CLEANING SERVICE

The College operates a modern laundry and dry cleaning plant. Students are invited to patronize this service. Charges for service rendered will be entered on the student's account to be settled monthly. There is a minimum charge for dormitory students of $2.00 a month for women and $3.00 a month for men.

MISCELLANEOUS CHARGES

The following expense items may be charged to the student's account upon request:

a. Books and school supplies, including music and art supplies.
b. Approved uniforms for physical education classes and recreation.
c. Subscription to *Today's Secretary* for secretarial students — present cost $2.25.
d. Fee of $1.00 for the late return of an organizational uniform, or the full cost if irreparably damaged or not returned.

e. $1.00 per semester dormitory club dues.
f. American Temperance Society dues of $1.00 per year at the election of the student.
g. Transportation charges for students of nursing traveling to and from clinical practice assignments in vehicles provided by the college.

TRANSCRIPT OF CREDITS

Transcripts of credits will be mailed from the registrar's office at the student's request, provided his financial account is on a current basis. No charge is made for the first transcript. Subsequent transcripts will be provided at $1.00 each.

TITHE AND CHURCH EXPENSE

Southern Missionary College encourages the payment of tithe and church expense by its student workers. In order to facilitate this practice, arrangements may be made for each student to have charged to his account 10 per cent of his school earnings for tithe and 2 per cent for church expense. These funds are then transferred by the College to the treasurer of the Collegedale Seventh-day Adventist Church.

FUND FOR PERSONAL EXPENSES

Students should be provided with sufficient funds, in addition to money for school expenses, to cover cost of all personal items. They may open deposit accounts at the Business Office, subject to withdrawal in person only, and these funds are available at any time, as long as there is credit remaining of what the student has deposited. These deposit accounts are entirely separate from the regular student's expense accounts.

Each student should bring $20.00 to $30.00 for books and supplies at the beginning of each semester, if he desires to pay cash for these items.

PAYMENT OF ACCOUNTS

Statements will be issued to students as of the last day of each calendar month, covering the month's expenses and credits. This billing is subject to discount when paid by the 20th of the following month. Should a student's account be unpaid by the 15th of the succeeding month, he is automatically dropped from class attendance until satisfactory arrangements are made. The College is unable to carry student accounts for any length of time. Arrangements should be made for some other plan of financing.

EXAMPLE OF CREDIT POLICY

Period covered by statement	October 1-31
Approximate date of billing	November 5
Discount period ends	November 20
Class attendance severed if still unpaid	December 15

This schedule of payment must be maintained since the budget is based upon the 100 per cent collection of student charges within the thirty-day period following date of billing.

STUDENT LABOR REGULATIONS

Believing in the inspired words that "systematic labor should constitute a part of the education of youth,"[1] Southern Missionary College has made provision that every student enrolled may have the privilege of organizing his educational program on the "work-study" plan. "Jesus the carpenter, and Paul the tent-maker, . . . with the toil of the craftsman linked the highest ministry, human and divine."[2] The College not only provides a work-study program, but strongly recommends it to each student enrolled.

The College will assign students to departments where work is available and cannot shift students from one department to another merely upon request. It should be understood that once a student is assigned to work in a given department, he will remain there for the entire school year except in rare cases where changes are recommended by the school nurse or are made at the discretion of the College.

Should a student find it necessary to be absent from work, he must make prior arrangements with his work superintendent. In cases of illness, he will also inform the Health Service.

In order to provide work opportunities to students, industries are operated by the College and its subsidiary corporations. These industries must serve their customers daily, necessitating a uniform working force. To continue these industries in operation students assigned thereto must continue their work schedules to the end of the term. (Preparation for tests should be a day-by-day matter.) Any student who drops his work schedule without making proper arrangements will be suspended from class attendance until proper arrangements are made.

1. Ellen G. White, *Fundamentals of Christian Education,* (Nashville, Tennessee: Southern Publishing Association, 1923), p. 44.

2. *Ibid.*

During the first two weeks of school, it is not always possible to get everyone into a work program, but by the end of September usually everyone has a job. This means that it may be necessary to work an extra hour a week to make up for the time lost in September.

BIRTH CERTIFICATE

All students who expect to work and are under twenty years of age must present a Birth Certificate upon registration. This certificate must be left on file in the Assistant Business Manager's office. *No student will be permitted to work until the Birth Certificate is on file at the College. This is imperative under the laws of the State of Tennessee.*

WORK PERMIT

Whenever a student seventeen years of age or under is registered, the college issues a Tennessee Employment Certificate. This must be signed and on file at the College before a student may start work.

SCHOLARSHIPS, LOANS, AND GRANTS-IN-AID

COLPORTEUR SCHOLARSHIP

That students might have adequate work opportunities of a profitable nature (both financially and spiritually) during the summer months, the College, together with the Southern Publishing Association and the several local conferences and Bible Houses throughout the Southern Union, have banded together to offer a bonus to students selling denominational books or magazines.

Students may make arrangements with one of the several Bible Houses to sell books or magazines in a designated territory.

The regular colporteur commission accrues to the student's credit plus a bonus to those students meeting certain basic requirements. This bonus is approximately 43 per cent of the regular commission. A complete explanation of the student colporteur program including bonus information is available in pamphlet form from any of the Book and Bible Houses.

TUITION SCHOLARSHIP

Each year the College, in conjunction with the several local conferences of the Southern Union Conference, awards eleven $50 cash scholarships to be applied on tuition: $25 at the end of the first

semester and $25 at the end of the second. The following schools are eligible to participate in this plan:

Bass Memorial Academy	Highland Academy
Collegedale Academy	Little Creek Academy
Fletcher Academy	Madison College Academy
Forest Lake Academy	Mt. Pisgah Academy
Greater Miami Academy	Pine Forest Academy

The candidates are chosen as follows: The faculty of each designated school nominates its candidate; the name, if approved by the school board, is recommended to the educational board of the local conference, for final approval. The selection of nominees is based on character, scholarship, personality, and promise of future leadership.

SCHOLARSHIPS IN TEACHER EDUCATION

In order to help young people of good moral character who possess talents and interest in the field of elementary school teaching, scholarships amounting to $200 each are available through the beneficience of the Southern Union and local conferences of Seventh-day Adventists. Southern Missionary College will provide opportunity for students on these scholarships to work $300 of their remaining school expenses. For further details write to the Educational Secretary of the local conference where you reside in the Southern Union. If you reside outside the Southern Union, write to the Union Secretary of Education, Box 849, Decatur, Georgia.

JAMES HICKMAN MEMORIAL FUND

The amount of $100 is available each year to Freshman or Senior students of outstanding scholarship, social competence and character.

DOCTOR AMBROSE L. SUHRIE ELEMENTARY TEACHERS SCHOLARSHIP

The amount of at least $200 is available each year to worthy students in training in Elementary Education.

WILLIAM ILES SCHOLARSHIP FUND

This fund of $250 is applied in behalf of needy students of promise.

A. E. DEYO MEMORIAL SCHOLARSHIPS

Each year the faculty of the Division of Nursing selects a senior

student to receive this award of $50. The student who is selected must have given evidence of good scholastic standing and Christian character and show promise of making a contribution to the Seventh-day Adventist medical work.

W. B. CALKINS STUDENT OF THE YEAR AWARDS

Each year an award of $150 is made to an outstanding senior student and a $50 award is made to an outstanding junior student. The selection of the recipients is made by the faculty in cooperation with representatives of the student group. The selection is based on character, scholarship, personality, and promise of future leadership.

SOUTHERN UNION GRANTS-IN-AID

This fund provides $150 for the freshman year and $300 for subsequent years. This amount will be advanced by the Southern Union Conference and will be paid directly to SMC. The student receiving this financial aid will agree to enter nursing service at the Florida Sanitarium and Hospital for one year after graduation. This one year of service at the regular rate paid graduate nurses will amortize the grant-in-aid. Students who are interested should consult with the Chairman of the Division of Nursing.

LOAN FUNDS

NATIONAL DEFENSE STUDENT LOAN FUND

The Federal Government has made available loan funds under the National Defense Student Loan Program for the purpose of providing financial assistance to qualified students seeking a college education. For complete information and application forms, please see the Academic Dean.

ALUMNI LOAN FUND

A fund of approximately $1,000 a year maintained by the alumni of the college Allocations are made to working students in the junior or senior year on the basis of proved need, character, leadership potential, good scholarship. Loans are limited to $100 to a student.

NURSES LOAN FUND

A student loan fund has been established to aid a limited number of qualified students of nursing. Requests for the loan should be made to the Chairman of the Division of Nursing.

EDUCATIONAL FUND

Many young people are deprived of the privilege of attending

college because of a lack of necessary means. To aid these, an earnest effort has been made to obtain donations for the establishment of an education fund, from which students worthy of help may borrow money for a reasonable length of time. Faithfulness in refunding these loans will make it possible for the same money to assist many students in school. There have been some gifts, and these have been used to help several young men and women complete their work in this college. But the needs of worthy students have been greater than the funds on hand; consequently it has been impossible in many instances to render the needed assistance. It has therefore been decided to direct the attention of patrons and friends of the school to these facts and to invite them to give such means as they may desire to devote to this purpose. The College will be glad to correspond with any who think favorably of this plan, and will continue to use the gifts so that the wishes of the donors may be fulfilled and the best results obtained.

"In each conference a fund should be raised to lend to worthy poor students who desire to give themselves to the missionary work; and in some cases they should receive donations. When the Battle Creek College was first started, there was a fund placed in the Review and Herald office for the benefit of those who wished to obtain an education, but had not the means. This was used by several students until they could get a good start; then from their earnings they would replace what they had drawn, so that others might be benefited by the fund. The youth should have it plainly set before them that they must work their own way as far as possible and thus defray their expenses. That which costs little will be appreciated little. But that which costs a price somewhere near its real value will be estimated accordingly."—*Testimonies*, Vol. VI, pages 213, 214.

GENERAL INDEX

A. G. Daniells Memorial Library 17
Absences 30
Academic Policies 27
Academy Building 18
Accounting, Courses in 48
Accounts, Payment of 129
Accreditation 18
Administrative Staff 7
Admission 25
Aims of the School 15
Alumni Association 23
Application Procedure 25
Applied Arts, Division of 40
Art, Courses in 79
Arthur W. Spalding School 18
Attendance Regulations 30
Audited Courses 30
Automobiles 20

Baccalaureate Degree Requirements 33
Bachelor of Arts 33
- Biology 87
- Business Administration 47
- Chemistry 90
- Communications 59
- English 57
- History 112
- Mathematics 94
- Music 82
- Physics 96
- Religion 107
- Spanish 63
- Theology 106

Bachelor of Music
- Education 80
- Performance 81

Bachelor of Science 33
- Accounting 47
- Chemistry 91
- Elementary Teacher Education 65
- Foods and Nutrition 41
- Home Economics 40
- Medical Secretarial Science 51
- Nursing 101
- Physics 97
- Secondary Education 65
- Secretarial Science 51

Bible, Courses in 109
Bible Instructor, Four-Year 108
Bible Instructor, Two-Year 111
Biblical Languages 62
Biology, Courses in 88
Board of Directors 6
- Executive Committee 6

Buildings and Equipment 17
Business Administration, Division of 47
Business, Courses in 48

Calendar 4
Calendar of Events 5
Campus Organizations 22
Certification, Teacher 65
Changes in Registration 27
Chapel Attendance 31
Chemistry, Courses in 92
Class Attendance 30
Class Load 28
Class Standing 25
Classification of Students 26
Clerical Training, Course in 56
Colporteur Scholarships 131
Communications, Division of 57
Conduct 19
Core Curriculum 36
Correspondence Work 29
Counseling 21
Course Numbers 28
Credit Policy 130

Dean's List 32
Degree Requirements, Basic 33
Degrees Offered 33
- See Bachelor of Arts 33
- Bachelor of Music 80
- Bachelor of Science 33
- Basic Core Requirements 36
- Major and Minor Requirements 37

Directors, Board of 6
Divisions of Instruction 39
Drop Vouchers 27

Earl F. Hackman Hall 17
Economics, Courses in 49
Education, Courses in 72
Education, Psychology, Health, Division of 65
Elementary Education 65
Employment Service 23
English, Courses in 57
Entrance Requirements 36
Examinations
- Admission by 26
- Credit by 29
- Exemption 32
- Special 32

Expenses, See Financial Information 122
Extracurricular Activities 24

Faculty 9
- Committees 14

Financial Information 122
Financial Plans 126

Credit Policy 130
Employment Opportunities 130
Expenses 122
Advance Payment 123
Board 123
Housing 122
Late Registration 127
Laundry and Dry Cleaning .. 128
Music Tuition 125
Payment of Accounts 129
Student Association Fee 124
Tithe and Church Expense .. 129
Tuition and Fees 124
Loans 133
Alumni Loans..... 133
Educational Loans 133
National Defense Student Loans 133
Nurses' Loans 133
Scholarships 131
Colporteur Scholarships 131
Nurses' Scholarships 132
Teacher Scholarships 132
Tuition Scholarships 131
Fine Arts, Division of 79
Food and Nutrition, Courses in .. 41
Foreign Languages, Courses in 62
Freshman Standing 25

G. E. D. Test 26
German, Courses in 62
Grades and Reports 31
Graduation in Absentia 35
Graduate Record Examinations .. 34
Graduate Requirements 34
Graduation with Honors 35
Graphic Arts, Courses in 46
Greek, Courses in 62
Guidance and Counseling 21

Harold A. Miller Fine Arts Building 17
Health, Courses in 75
Health Service 22
Hebrew, Courses in 62
History of the College 16
History, Courses in 113
Home Arts Center 18
Home Economics, Courses in 42
Home Economics, Curriculums 40
Home Economics, Two-Year Curriculum 42
Honors, Graduation with 35
Housing, Married Students 127

Incompletes 31
Industrial Arts, Courses in 44
Industrial Buildings 18
Industrial Superintendents 7

John H. Talge Residence Hall 17
Journalism 60
Junior Standing 25

Labor Regulations 130
Birth Certificate 131
Work Permit 132
Labor-Class Load 126
Late Registration 127
Leaves of Absence 20
Library Science, Courses in 64
Loans 133
Location of the College 16
Lyceums 23
Lynn Wood Hall 17

Major Requirements— See Bachelors Degrees 37
Marriage 20
Mathematics, Courses in 94
Maude Jones Residence Hall 17
Medical Service 22
Memberships 19
Minors 33
Art 80
Biblical Languages 62
Biology 87
Business Administration 48
Chemistry 90
Communications 57
Education 65
English 57
Foods and Nutrition 41
German 62
History 113
Home Economics 41
Mathematics 94
Medical Secretarial Science 53
Music 82
Physical Education 76
Physics 96
Psychology 74
Religion 108
Secretarial Science 53
Spanish 63
Speech 61
Moral Conduct 19
Motor Vehicles 20
Music
Courses in 82
Curriculums 80
Organizations 86
Tuition 125

Natural Science and Mathematics, Division of 87
New Women's Residence Hall 17
Nursing 100
Courses in 102
Curriculum 100

Scholarships 132
Objectives of the College 15

Physical Education, Courses in 76
Physics, Courses in 96
Placement 21
Political Science, Courses in 114
Pre-Professional and
Pre-Technical Curriculums 116
Pre-Dental 117
Pre-Dental Hygiene 119
Pre-Engineering 120
Pre-Laboratory Technician 117
Pre-Law 120
Pre-Medical 116
Pre-Optometry 118
Pre-Pharmacy 119
Pre-Physical Therapy 119
Pre-X-Ray Technician 118
Printing, Courses in 46
Psychology, Courses in 74
Publications 22

Regional Field Representatives 6
Registration 27
Religion and Applied Theology .. 107
Religion, Courses in 109
Religious Organizations 22
Requirements, Basic Course 36
Residence Halls 17
Residence Regulations 21

Scholarship 28
Scholarships 23, 131
Secondary Education 65
Secretarial Science, Courses in 51
Senior Standing 25
Social Sciences, Division of 1
Sociology, Courses in 115
Sophomore Standing 25
Spanish, Courses in 63
Special Student 27
Speech, Courses 61
Standards of Conduct 19
Student Life and Services 21
Student Organizations 21
Study and Work Load 126
Subject Requirements
for Admission 36
Summer Session 5, 19

Tabernacle-Auditorium 18
Table of Contents 3
Tardiness 30
Teacher Certification 65
Teacher Education 65
Terms, School 19
Theology, Courses in 105
Applied 110
Curriculum 105
Tithe and Church Expense 129
Transcripts 129
Transfer of Credit 26
Transfer Students 26
Tuition and Fees 124
Two-Year Curriculums 34
Bible Instructor 111
Home Economics 42
Industrial Arts 44
Medical Secretary 52
Secretarial Science 52

Unaccredited Schools 25

Veterans 26

Withdrawals 28
Work-Study Schedule 126

For Reference

Not to be taken

from this library

SOUTHERN COLLEGE MCKEE LIBRARY

TMS073484

NOT TO BE TAKEN

FROM LIBRARY